



P.O. Box 70, 4304 Hwy 520  
Magnetawan, ON  
P0A 1P0

Lead Contact: Scott Edwards, Public Works Superintendent  
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## **Request for Proposal**

***Project Name: RFP # 2024-06 Bridge#4 Nipissing Road South***

**Date of issue:** December 6, 2024

**Proposal Submission Deadline: Wednesday, January 8, 2025 by 3:00 p.m.**

**The Corporation of the Municipality of Magnetawan reserves the right to accept or reject all or part of any RFP Submission and also reserves the right to accept other than the lowest RFP Submission and to cancel this Request for Proposal at any time.**

All procurement undertaken by the Municipality of Magnetawan are done in accordance with our Procurement By-Law No. 2004-37, as amended, which covers the acquisition of all goods, services, and construction projects. Magnetawan's Procurement By-law is available for review at the Municipal Office or on the website.

## **Section 1 Introduction and General Instructions**

### **1.1 Introduction**

The Corporation of the Municipality of Magnetawan (“Municipality”) is inviting Proposals for RFP # 2024-06 Bridge#4 Nipissing Road South.

**The Municipality will require 100% (“tender ready”) submission of all tender documents, drawings and the receipt of all applicable permits / approvals on or before May 16, 2025.**

Any information contained in the Request for Proposal that is changed by the Bidder (except for filling in the blanks) will be grounds for disqualification.

Magnetawan’s Procurement By-law is available for review at the Municipal Office or on the website.

### **1.2 Agreement**

It is expected that the successful Proponent, if any, will be invited to sign a Form of Agreement with the Municipality setting out the terms and conditions that will apply to the provision of engineering services under this assignment. The Form of Agreement shall be the current MEA | ACEC (Ontario) Standard Agreement:

<https://acecontario.ca/resource-item/mea-acec-ontario-standard-agreement/>

If a Proponent objects to any aspect of the Form of Agreement, it is strongly encouraged to raise issues or proposed changes to the Form of Agreement as part of the RFP clarification process.

The Municipality is under no obligation to negotiate the Form of Agreement or to entertain any Proponent’s changes to it. After the Proposal Submission Deadline, the Municipality may consider requests for changes to the Form of Agreement that are in the nature of clarifications, or corrections of typographical or clerical or similar errors, however, the Municipality is under no obligation to enter into any Agreement that is not in form and content substantially similar to the Form of Agreement. Any Proponent that requires changes that would, in the sole discretion of the Municipality, cause an Agreement not to be in form and content substantially similar to the Form of Agreement, may be disqualified.

### **1.3 Agreement – Proof of Insurance**

Regardless of whether proof of insurance coverage is required or otherwise provided as part of a Proposal, the Municipality will require the successful Proponent to provide proof of insurance coverage in the form of a valid certificate(s) of insurance as required by the Agreement. Proof of coverage must be provided prior to any execution of the Form of Agreement by the Municipality. Failure to provide proof of coverage will result in the Municipality rescinding any award notification and awarding the assignment to the next-highest Proponent.

## 1.4 Insurance Requirements

Proponents are strongly advised to contact their respective insurance broker(s) and assess the impact the insurance coverage requirements set out in the Agreement may have on their tenders and pricing. Proponents are expected to cover all required insurance-related costs in their proposed pricing.

The Insurer shall be licensed to conduct business in the province of Ontario. Coverage shall be at least **\$5,000,000.00 per occurrence in Commercial General Liability insurance naming the Municipality of Magnetawan as an additional insured** under the policy.

Additionally, the successful Proponent shall carry **Professional Liability Insurance** covering the work and services described in the Form of Agreement. The policy shall provide coverage for an amount not less than **\$5,000,000.00 per claim / \$5,000,000.00 aggregate** and **Auto Liability Insurance** of an amount not less than **\$1,000,000.00**.

The successful Proponent must ensure that all subcontractors and any other individual or company they hire/and or assign, in relation to this agreement meet or exceed the requirements and limits of the insurance requested in this section.

## 1.5 Workplace Safety and Insurance Board (WSIB) Requirements

The successful Proponent will be required to submit proof of Workplace Safety Insurance Board Coverage and shall provide the certificates as often as is deemed necessary by the Municipality during the term of the Agreement to ensure continued good standing with the Workplace Safety and Insurance Board.

## 1.6 Submission of Proposals

Proposals shall be submitted in the form and format specified in Section 3 and shall include the completed Form of Proposal included as Section 5 at the end of this document. A designated signing officer authorized to bind the Bidder to the provisions of their Proposal must sign the Form of Proposal. Any addenda issued by the Municipality of Magnetawan in accordance with Section 1.15 must be acknowledged by the Bidder on the Form of Proposal.

All hard copy proposals must be signed, sealed, the envelope marked with the Bidder's name and the Project Name, and received by: The Municipality of Magnetawan, P.O. Box 70, 4304 Hwy 520, Magnetawan, ON P0A 1P0.

Electronic submissions will be accepted in response to this RFP. Electronic submissions are to be submitted to the email address included in Section 1.12. Please submit your Proposal as separate PDF documents, as may be required. If you are submitting more than one proposal, please only send one submission per email. Electronic submissions will not be reviewed until the proposal opening date.

Faxed submissions will not be accepted.

**Project Name:** RFP # 2024-06 Bridge#4 Nipissing Road South

**Proposals must be received no later than Wednesday, January 8, 2025 at 3:00pm**

Proposals must not be restricted by a statement added to the Form of Proposal or by a covering letter, or by alterations to the Form of Proposal supplied unless otherwise provided in the RFP.

The onus unequivocally remains with the Bidder to ensure that the Municipality of Magnetawan receives Proposals delivered by the Proposal Submission Deadline, in accordance with the submission process described in this section. Proposals received after the Proposal Submission Deadline will not be considered.

### **1.7 Withdrawal of Proposal**

A Proponent may withdraw its Proposal at any time prior to the Proposal Submission Deadline. Withdrawal must be completed in person or by email PRIOR to the Proposal Submission Deadline. The Municipality has no obligation to return withdrawn Proposals.

### **1.8 Amendment of Proposal**

A Proponent may amend its Proposal after submission, but only if the first Proposal is withdrawn, pursuant to Section 1.5 (withdrawal of Proposal) and the subsequent, amended Proposal is resubmitted before the Proposal Submission Deadline, pursuant to Section 1.4 (Proposal Submission).

### **1.9 Proposal Irrevocable after Proposal Submission Deadline**

Subject to Section 1.10 (Rectification Period), Proposals shall remain irrevocable in the form submitted by the Proponent for a period of 90 days after the date (day) of the Proposal Submission Deadline. Extensions to this period may be granted with the mutual agreement of the Municipality of Magnetawan and the successful Proponent and may be initiated by either party.

### **1.10 Rectification Period**

If the Municipality determines that a Proposal fails to contain the elements listed in the Mandatory Requirements Schedule or has some other technical irregularity, the Municipality may issue a rectification notice to the applicable Proponent, identifying the irregularity and granting the Proponent an opportunity to rectify it.

If, prior to the expiry of the Rectification Period, the notified Proponent rectifies the irregularity, the Municipality will consider the rectified element(s) during the evaluation process.

If the notified Proponent fails to do so, its Proposal may be disqualified.

## 1.11 Award

It is the intention of the Municipality to award this assignment (Proposal) to the Highest Ranking Proponent who best meets the needs of the Municipality.

The Municipality reserves the right to not make award to the highest ranking or any Proponent if it is determined that the cost of completing the work exceeds budgetary constraints.

Proposals shall be irrevocable for 90 days after the official closing time and the Municipality may at any time within that period without notice, accept a Proposal whether any other Proposal has been previously accepted or not.

All Proposals are prepared at the sole risk and cost of the proponents. No payments shall be made to any proponent regarding the preparation and submission of Proposals.

The Notice of Award to the successful Proponent shall constitute notice of acceptance of contract. This acceptance shall be conditional on the Proponent providing all documentation, security and certifications as required by the Proposal Document within ten (10) working days of the date that the Notice of Award is delivered to the Proponent.

The Proponent to whom the contract is awarded shall prepare the Form of Agreement and execute the agreement in triplicate within ten (10) working days from the date of Notice of Award by the Municipality, subject to receipt, review and acceptance by the Municipality of all required supporting documents (Insurance Certificates, WSIB Clearance(s), schedules, etc.).

## 1.12 Contacts

All questions or inquiries must be made in writing or email to the Lead Contact named below by the specified date and time:

*Scott Edwards  
Public Works Superintendent  
PO Box 70, 4304 Hwy 520  
Magnetawan, ON  
POA 1P0  
publicworks@magnetawan.com*

**IMPORTANT:** A Proponent may be disqualified if they make inquiries, between the Proposal issue date and the notification of the Award, in a manner other than that described in this RFP or to anyone involved in the process who is not the Lead Contact, including but not limited to the members of Council. This is to ensure that each Bidder receives the same information, and that no Bidder receives unfair treatment during the RFP process.

### 1.13 Schedule

The schedule set out herein represents the Municipality of Magnetawan’s best estimate of the schedule that will be followed, and it is intended to be a guideline.

The approximate schedule is as follows:

RFP Issue Date	<b>December 6, 2024</b>
Final date of posting addenda	<b>Friday, January 3, 2025 by 4:30 pm</b>
Proposal Submission Deadline	<b>Wednesday, January 8, 2025 by 3:00 pm</b>

The Municipality may change any of the above dates and times, including the Proposal Submission Deadline, in its sole discretion and without liability, cost, or penalty. If a change is made to any of the above dates, the Municipality will post any such change in the form of a formal Addendum.

### 1.14 Required Review and Clarification

Bidders shall carefully review this RFP. If questions concerning clarification of the contents of this document arise, the questions must be made in writing and received by the Lead Contact to allow time for the issuance of any necessary addenda. Protests based on any omission or error or on the content of the RFP will be disallowed if these perceived faults have not been brought to the attention of the Lead Contact.

In submitting a Proposal, the Bidder acknowledges that they have read, completely understand, and accept the terms and conditions of the RFP in full. The Municipality of Magnetawan is not responsible for any misunderstanding of the RFP.

### 1.15 Amendments to the RFP

The Municipality of Magnetawan may issue addenda, as may be required, to clarify and/or modify certain aspects of the RFP prior to the Proposal Submission Deadline.

### 1.16 Reserved Rights of the Municipality of Magnetawan

The Municipality of Magnetawan reserves the right to:

- a. make public the names and/or bids received of any or all Proponents.
- b. request written clarification or the submission of supplementary written information in relation to the clarification request from any Proponent and incorporate a Proponents’ response to that request for clarification into the Proponent’s Proposal.
- c. adjust a Proponent’s scoring or reject a Proponent’s Proposal based on:
  - i) a financial analysis,
  - ii) information provided by references,
  - iii) the Proponent’s past performance on previous contracts awarded by the Municipality of Magnetawan,

- iv) the information provided by a Proponent pursuant to the Municipality exercising its clarification rights under this RFP process; or
- v) other relevant information that arises during the RFP process.
- d. verify with any Proponent or with a third party any information set out in a Proposal.
- e. check references other than those provided by any Proponent.
- f. disqualify any Proponent whose Proposal contains misrepresentations and/or any other inaccurate and/or misleading information or qualifications.
- g. disqualify any Proponent or the Proposal of any Proponent who has engaged in conduct prohibited by this RFP.
- h. make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP.
- i. select the Proponent other than the Proponent whose Proposal reflects the lowest cost to the Municipality of Magnetawan or the highest overall score.
- j. cancel this RFP process at any stage.
- k. cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables.
- l. accept or reject any or all Proposals in whole or in part.
- m. discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's Proposal.
- n. if a single Proposal is received, reject the Proposal of the sole Proponent, and cancel this RFP process.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

### **1.17 Not Responsible for Costs**

The Municipality of Magnetawan shall not pay any costs associated with the preparation, submission, or presentation of the Proponent's Proposal. The Municipality of Magnetawan shall not be liable for any expenses, costs or losses suffered by the Proponent or any third party resulting from the Municipality of Magnetawan exercising any of its expressed or implied rights under this RFP.

### **1.18 Confidentiality and Ownership**

Any information provided by the Municipality of Magnetawan before, during or after the project is completed shall be treated as confidential and shall not be used or communicated by the Proponent or any third party in any way unless otherwise identified or permitted by the Municipality of Magnetawan. The information, reports, documentation, plans, etc. that are produced by the successful Proponent in response to this project shall become the exclusive property of the Municipality of Magnetawan. However, intellectual property, such as specific tools, templates, processes, etc. that the Proponent provides as part of the deliverables remains the property of the Proponent.

## 1.19 Freedom of Information

Any personal information required in the Proposal is received under the authority of the Municipality of Magnetawan. This information shall be an integral component of the submission. All written Proposals received by the Municipality of Magnetawan become a public record. Once a Proposal is accepted by the Municipality of Magnetawan and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information. Questions about the collection of personal information and the *Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990*, as amended may be directed to the Lead Contact.



## Section 2 Scope of Work and Project Requirements

### **2.1 Scope of Work**

The Municipality of Magnetawan is interested in Rehabilitation of Bridge #4 – Nipissing South Road in accordance with the most recent OSIM Inspection Report (attached). The bridge is located on Nipissing South Road, 700 metres south of Beaver Lake Road / Blacks Road.

The work includes, but is not limited to the following:

- Detailed (First Time) Deck Condition Survey;
- Detailed Concrete Sub-Structure Condition Survey;
- Preparation and Submission of Draft and Final Condition Survey Report;
- Preparation and Submission of Draft and Final Structural Design Report;
- Preparation of 75% Design Complete and Final (IFC) Tender Documents;
- Agency Liaison and Permits/Approval, as required.

This project is to be planned as a Schedule A+ undertaking in accordance with the MCEA process. As such, the Consultant shall perform all necessary work to ensure compliance with the Archaeological / Cultural Heritage Screening process(es), as deemed necessary.

**The Municipality will require submission of the Final (IFC) Tender Documents for potential issuance on Bidding, on or before May 16, 2025.**

### **2.2 Services Required**

The services to be provided by the successful Bidder will include but not be limited to those areas as set out in Section 2.1 Scope of Work. Generally, services provided by the successful Bidder in each area shall include but not be limited to items that are set out above in Section 2.1 Scope of Work.

Structural and Civil engineering design and tender preparation services shall be prepared by a Professional Engineer licensed to practice in the Province of Ontario. All contract administration and inspection services shall be conducted under the direction of a Professional Engineer.

Services presented in the Bidder's Proposal, which are supplemental to or enhance the Scope of Work, shall be deemed included in the Scope of Work and subject to the executed Agreement between the Municipality and the Highest Ranking Bidder.

### **2.3 Key Deliverables, Requirements and Specifications**

The Municipality has the following general requirements for RFP # 2024-06 Bridge#4 Nipissing Road South:

### **Background Information**

The Consultant shall assemble, review and evaluate all relevant background information, and investigate and provide any recommendations concerning alternative technologies for this project.

### **Data Collection and Review**

The Consultant shall prepare supplementary studies and/or investigations (i.e. traffic, utilities, fisheries, flora, fauna, natural species, environmental impacts, Stage 1 Archeological, cultural heritage, heritage impact, hydrology and hydraulics, etc.) as may be required to support the preparation of the recommended solution and/or obtain permits and approvals.

Conduct field reviews and topographic surveys as necessary for the preparation of general arrangement and detailed design drawings.

### **Meetings and Communication / Key Stakeholders**

The Consultant shall prepare monthly progress reports to identify activities completed in order to meet the stated timelines of the work plan, to plan for activities for the coming period and to identify potential issues that may impact the progress of the consultant. All notification, consultation, monitoring, co-ordination, etc. as may be necessary throughout the project shall be undertaken by the Consultant. If required, the Consultant shall liaise with property owners in the vicinity of the project through personal meetings or by other means of communication.

All co-ordination of sub-consultant support shall be managed directly by the Consultant.

The Consultant shall review relevant issues and recommend options based on consultation with the Municipality and other authorities for procedures on the establishment of detour routes, construction hours of work and other such issues.

### **Preliminary Design (30% Design Complete)**

The Consultant shall complete the following field investigations and reporting:

- Detailed (First Time) Deck Condition Survey;
- Detailed Concrete Sub-Structure Condition Survey;
- Preparation and Submission of Draft and Final Condition Survey Report;
- Preparation and Submission of Draft and Final Structural Design Report;

Condition Surveys shall be completed in accordance with the MTO Rehabilitation Manual (most recent edition). Traffic Control Plan and all associated costs shall be included with field work by the Consultant and/or sub-consultant. Traffic Control Plan must be approved by the Municipality in advance of any field work affecting traffic.

Structural Design Report (SDR) shall contain General Arrangement Drawing and detailed cost estimates for the construction of works considered in the recommended solution, showing a breakdown of all components. SDR shall generally be prepared and formatted in accordance with the MTO Structural Planning Guidelines.

SDR shall be supplemented with calculations, as required, to provide confirmation of final rehabilitated bridge load carting capacity in accordance with CHBDC Section 14.

### **Utility Coordination**

The Consultant shall coordinate and negotiate with interested parties on behalf of the Municipality any specific requirements and authorizations, including identified utility relocations as may be required.

Design and coordination of utility relocation plans, if required.

### **75% Design Complete**

Prepare preliminary detailed engineering designs, drawings, specifications, construction staging plans, traffic management/staging plans, erosion and sediment control plans, wildlife control plans, dewatering plans and all other necessary contract tender documents, all sufficient for agency approval submission(s) and for review by the Municipality.

Submit plans to interested agencies and other parties for the purpose of receiving and incorporation comments into designs, as may be required.

### **100% Design Complete / Final (IFC) Tender Documents**

Preparation of all final tender documentation and advertisements for use in tendering by the Municipality.

Final submission must include detailed Disposition Sheet of all previous comments, revisions, etc. for design and tender preparation tracking.

Drawings must be stamped separately by the Design Engineer and Checking Engineer.

### **Permits and Approvals**

Identify all approval authorities, make all necessary submissions and secure comments, permits and approvals from all review agencies.

The Consultant shall meet, liaise and obtain any necessary environmental approvals, permits or permissions to construct from the various Agencies and Authorities. All costs for permit application fees shall be paid by the Consultant but claimed as a separate and Extra Disbursement costs to the Agreement.

### **Grant Funding**

There may be opportunities that are identified through the completion of this project that would allow for applications for grant funding to be submitted to Federal and/or Provincial partners. The Consultant will prepare any such application(s) and supporting documentation for submission on behalf of the Municipality.

### **Tender Preparation and Tender Support**

Respond to inquiries during tender period, prepare addenda as required, review tender submissions and prepare a tender recommendation for the award of the construction contract to the lowest acceptable bidder.

### **Contract Administration and Inspection Services**

Administration of construction contract in order to oversee substantial performance of the contract while meeting the standards and specifications provided in all tender documentation.

Review of proposed construction methods to ensure that the contractor's work complies with the design requirements and to provide advice with respect to alternative construction methods or materials proposed by the contractor and the preparation of change orders.

Modification of the design as required to provide for unexpected conditions.

Co-ordination of Quality Assurance (QA) geotechnical and materials testing to confirm conformity of materials to contract specifications.

Convene and attend bi-weekly site meetings and preparation of site meeting reports.

Processing of progress and final payment certificates for contract work, and general follow-up of construction with respect to progress costs, schedules, Substantial Performance, etc. Calculation of progress payment certificate quantities for the work, including the compilation of diaries, record, and reports substantiating payment certificates both during construction and upon completion of the project work.

Assignment of part-time staff to inspect and control the accuracy and quality of contract work to ensure compliance with plans and specifications and perform such field operations, as necessary. ***For the purpose of this assignment (RFP Submission), the Consultant shall assume inspection services will be provided for three half-days per week (3 x 5 hours = 15 hours per week). All fees and disbursement costs shall be included in the 15 hours per week. Additional time, if required and approved in advance by the Municipality, will be compensated on an hourly basis.***

Act as Engineer-of-Record, review shop drawings and provide advice and guidance to Contract Administrator. Preparation and submission of revised Contract Drawings showing the 'As Constructed' project (written and digital format); obtain warranties, guarantees and certification of contract completion.

Provide updated OSIM Report upon completion of the construction works.

#### **2.4 Performance Evaluation:**

Failure to execute the Scope of Work in accordance with the Agreement in a competent manner shall result in the bidder's disqualification from bidding on the Municipality's future contracts for a period of two (2) years.

#### **2.5 Completion Date:**

All work on this assignment shall be completed no later than: **November 14, 2025**

If the time limit above is not sufficient to permit completion by the assignment, the Bidder may identify a revised Completion Date within their Proposal Submission for consideration. Acceptance of any revised Completion Date shall be at sole discretion and acceptance by the Municipality. Additional costs incurred with any proposed or accepted revised Completion Date shall be deemed to be included in the price submitted by the Bidder for this Proposal.

## **Section 3 Proposal Format and Contents**

### **3.1 Submission**

The Proponent's Proposal should be comprised and formatted into two separate parts as follows:

- (a) Technical Proposal containing the Proposal, excluding the Pricing Schedule; and
- (b) pricing Proposal containing the Pricing Schedule.

For the Municipality of Magnetawan to evaluate Proposals fairly and completely, Bidders shall provide **all** information requested in the format set out in the RFP. Failure to provide all required information as detailed in this section may result in the Bidder being disqualified or scoring poorly in the evaluation.

Each Proponent shall submit one (1) set of their Proposal, containing the following items:

#### **ENVELOPE (PDF) ONE - TECHNICAL PROPOSAL**

##### **Form of Proposal – Section 5.0**

The form must be fully completed, signed and submitted.

##### **Insight & Understanding**

An indication of the Proponent's understanding of the project scope and requirements, including how the specific required services shall be met.

##### **Corporate Overview & Key Team Members**

An overview of the Company submitting the proposal, along with an overview of any sub-contractors which will be taking part in the work on behalf of the Proponent, and their legal/contractual relationship to the Proponent.

##### **Team Experience & Similar Project Experience**

An overview of the Proponent's experience and expertise, as well as the expertise of any sub-contractors that will be involved as part of the Proponent's team.

##### **Project Schedule & Work Plan**

A summary of Deliverables and Dates for successful completion of the assignment (please note Completion Date provided in Section 2.5).

**Proposal Addendums signed by Proponent for acknowledgement.**

### **ENVELOPE (PDF) TWO – PRICING SCHEDULE**

A detailed Work Plan of tasks and associated fees (costs) to complete the work. The Work Plan must cover all aspects of the Scope of Work and provide sufficient clarity to the Municipality that the Proponent fully understands the Scope of Work and workflow required to complete the assignment, including allowances for Environmental Assessment(s), Preliminary Design, Detail Design, Permits/Approvals, Tendering and Construction Services, as may be appropriate.

The Pricing Schedule must include all Disbursements. Unless otherwise agreed, no additional Disbursement costs will be paid under the Agreement.

The Pricing Schedule must include Hourly Rates for all staff, sub-consultants, etc. to be employed on the project.

A Time-Task Matrix, or similar, shall present a final summary of the Work Plan and all associated costs.

## **3.2 Evaluation Criteria, Process and Award**

The Municipality of Magnetawan may make an award based on the Proposals received without further discussion with the Bidders. Therefore, each initial offer should contain the Bidder's best terms/information, including all required documentation as listed in this RFP.

The Evaluation Committee will recommend an Award to Council for the Highest Ranking Bidder based upon the Evaluation Criteria provided in Section 4.0.

The successful Bidder shall be notified of the Award in writing to the e-mail address given on the Form of Proposal, and/or may be contacted verbally by the Lead Contact.

## **Section 4 Evaluation of the Proposals**

### **4.1 Evaluation Criteria, Process and Award**

As part of the evaluation process, the Municipality of Magnetawan may contact one or more Bidders to clarify or obtain more information about their Proposal or to request the Bidder to exhibit or otherwise demonstrate the information contained therein. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and Proposal. Discussions will be limited to specific sections of the RFP identified by the Evaluation Committee. The Lead Contact will only hold discussions with Bidders who have submitted a proposal deemed to be reasonably acceptable for Award.

The Municipality of Magnetawan may make an award based on the Proposals received without further discussion with the Bidders. Therefore, each initial offer should contain the Bidder's best terms/information, including all required documentation as listed in this RFP.

### **4.2 Basis of Rejection of Proposal**

Proposal not conforming to the requirements within this document and/or the following will be disqualified:

- Proposal must be legible, in ink, typewritten, or by printer.
- Proposal must be in the possession of the Municipality of Magnetawan by the closing date and time and on form provided.
- Proposal must be signed and sealed by an authorized official of the bidding organization. A joint proposal must be signed and sealed by each company.

The Proponent has carefully examined the conditions and specifications attached and referred to in this Request for Proposal, and has carefully examined the site and work location, and understands and accepts the said conditions and specifications, and for the prices set forth in this Proposal, hereby offers to furnish all labour, equipment and materials, except as otherwise specified, to complete the work in strict accordance with said conditions and specifications.

### **4.3 Evaluation Criteria**

The evaluation of the Proposals will be conducted by the Evaluation Team in several stages, as described below. The stages and the points allocated to each stage of the evaluation process are as follows:

<b>Stage</b>	<b>Description</b>	<b>Points</b>	<b>Minimum Score</b>
I	Mandatory Requirements	(Pass/Fail)	Pass
II	Technical Proposal	70	50 (71.4%)
III	Pricing Schedule	30	
IV	Reference Verification	(Pass/Fail)	Pass
	Total	100	



#### 4.4 Stage I – Review of Mandatory Requirements (Pass/Fail)

A Proposal must meet the requirements set out below (“Mandatory Requirements Schedule”):

Mandatory Requirement	Evaluation
<b>1. Completion &amp; Submission of Form of Proposal (Section 5.0)</b> Form of Proposal must be fully completed and submitted with the Technical Proposal.	Pass or Disqualification
<b>2. Sub-Consultant / Sub-Contractor Listing</b> If applicable, the Proposal includes a complete list of all Sub-Consultants and/or Sub-Contractors intended to be used for the work. List to be submitted with the Technical Proposal.	Pass or Disqualification
<b>3. Technical Proposal</b> Technical Proposal is submitted separately, in the form required, for use by the Evaluation Committee. PDF documents shall be free from file protection, locks and/or passwords. PDF documents will be printed or shared for the Evaluation Committee’s use.	Pass or Disqualification
<b>4. Pricing Schedule</b> Pricing Schedule is submitted separately, in the form required, for use by the Lead Contact (Section 1.12). PDF documents shall be free from file protection, locks and/or passwords.	Pass or Disqualification

#### 4.5 Stage II – Evaluation of Technical Proposal

The Evaluation Team will score each Eligible Proposal, those passing Stage 1, based upon the following scoring and weighting:

Technical Proposal – Key Considerations	Points	Minimum Score
Insight & Understanding	25	
Corporate Overview & Key Team Members	15	
Team Experience & Similar Project Experience	20	
Project Schedule (Detailed Work Plan)	10	
<b>Total</b>	<b>70</b>	<b>50</b>

#### 4.6 Stage III – Pricing

Only at the completion of all other rated criteria and following completion of Stage 2, the Lead Contact will open the Pricing Schedule(s) of all Bidder that obtain the Minimum Score or better.

Pricing will be scored based on a relative pricing formula on the basis of the information provided in the Pricing Schedule.

Each Proponent will receive a percentage of the total possible points allocated to price by dividing the lowest bid price by the Proponent's price. For example, if the lowest price offered by one Proponent is \$120.00, that Proponent will receive 100% of the possible points ( $120/120 = 100\%$ ). A Proponent who bids \$150.00 will receive 80% of the possible points ( $120/150 = 80\%$ ) and a Proponent who bids \$240.00 will receive 50% of the possible points ( $120/240 = 50\%$ ).

A mathematical or transposition discrepancy or error in the Pricing Schedule may be corrected by the Municipality (in its sole discretion) by correcting the Proposal price as follows.

- If the discrepancy is in respect of extensions of unit prices, the unit price shall be taken as correct, and the extension shall be corrected accordingly.
- If a mathematical error is made in applying a fixed percentage to a stated amount (e.g., a 10% contingency fee on a pricing total), the recorded total will be corrected accordingly.
- If a mathematical error is made in adding line items to a total, the correct addition shall be taken as correct, and the recorded total will be corrected accordingly.
- If an error has been made in transferring an amount from one part of the Proposal to another, the amount shown before transfer shall be taken to be correct and the amount shown after the transfer and the Proposal price shall be corrected accordingly.
- If the discrepancy or error is such that more than one of the foregoing provisions applies, the corrections shall be applied sequentially, in descending order (provided that, if a mathematical error is made in adding line items to a total, the above will be applied first to correct individual line items, as appropriate).
- If the discrepancy or error is such that none of the foregoing provisions apply, the discrepancy or error shall be corrected by taking the lower of the inconsistent amounts as being correct, and the higher amount shall be corrected accordingly.

Any objection or refusal by a Proponent to the Municipality applying any of the foregoing shall result in either the disqualification of the Proponent, or the Proponent receiving the lowest possible score on the relevant criterion, in the Municipality's sole discretion.

#### **4.7 Tie Break Process**

If two or more Proposals achieve a tie score on completion of the evaluation process (or any part of that process that limits the number of Proponents that can continue to the next stage), the Municipality shall break the tie by comparing the scores of the highest rated criterion evaluated in that stage of the evaluation process. If a tie remains, then the second highest criterion will be used to compare scores, and so on, until the tie is resolved. If the tie cannot be so-resolved, then a tie shall be broken by coin toss or by draw of names from a hat – provided that the Lead Contact and at least two witnesses are present.

#### **4.8 Stage IV – Reference Verification (Pass/Fail)**

At this stage, the Lead Contact may verify as many references for the Highest Ranking Bidder as may be deemed appropriate, as the Lead Contact may determine in its sole discretion. References will be assessed as to their satisfaction with the performance of the Proponent, on a Pass / Fail basis.

References may be provided by the Proponent or may be identified by Lead Contact based upon project references or other known work completed by the Bidder.

Should the Highest Ranking Bidder “fail” the Reference Verification, the Lead Contact may contact the Highest Ranking Bidder to discuss the refence(s) and to make any final determination as to the Pass / Fail status of the Highest Ranking Bidder.

#### **4.9 Finalization of Agreement with Highest Ranking Bidder**

Subject to any Reference Verification, the Municipality will finalize the terms and conditions of the Agreement with the successful Bidder.

For certainty, the Municipality makes no commitment to the successful Bidder that the Agreement will be executed. The successful Bidder acknowledges that the commencement of any discussions does not obligate the Municipality to execute the Agreement and that the final Agreement may be subject to Municipal Council approval.

**Section 5 Form of Proposal**

I/We, the Undersigned, having examined this Request for Proposal, do hereby offer to enter into an Agreement with the Municipality of Magnetawan to provide product as noted above, without undue delay, and by the Completion Date.

I, We \_\_\_\_\_  
(Name-Print) (Position)

of \_\_\_\_\_  
(Company Name)

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY PROVINCE POSTAL CODE

\_\_\_\_\_  
TELEPHONE NO. FACSIMILE NO. E-MAIL ADDRESS

Receipt of any issued addenda shall be acknowledged by initialing in the space provided below.

Addendum No. 1 \_\_\_\_\_ Addendum No. 2 \_\_\_\_\_ Addendum No. 3 \_\_\_\_\_

The Bidder acknowledges and agrees that employees and/or contractors under their supervision are considered employees of the Bidder and NOT the Municipality of Magnetawan. The Bidder is solely responsible for negligence, liability and/or costs incurred caused directly or indirectly by their employees and/or contractors. Proponents Initials \_\_\_\_\_

Signature in the designated space, by an authorized officer of the Bidder's company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs attributed to the business arrangement between the Bidder and the Municipality of Magnetawan, and hereby certifies that the information supplied in this Proposal to be true and complete in all respects.

Company Seal

**Inventory Data:**

Structure Name:	Lot 66, Conc XII, Spence- Bridge #4		
Main Hwy. / Road #:	Nippising Road	On <input checked="" type="checkbox"/> Under	Crossing Type: Navig. Water
Highway / Road Name:	Nippising Road		
Structure Location:	3.48km S of Midlothian Road		
Easting	17 606300	Northing	5047295
Owner(s):	Municipality of Magnetewan	Heritage Designation:	Not cons.
MTO Region:	Northeastern Region	Road Class:	300
MTO District:	Huntsville	Posted Speed:	80
		No. of Lanes:	2
Old County:		AADT:	210
		% Trucks:	
Geographic Twp.		Inspection Route Sequence:	
Structure Type:	Beam/Girder - T-beam	Interchange Number:	
Total Deck Length:	9.1 m	Interchange Structure No.	
Overall Str. Width:	5 m	Min. Vertical Clearance:	
Total Deck Area:	45.5 m <sup>2</sup>	Special Routes:	N/A
Roadway Width: Skew	4.4 m	Detour Length Around Bridge:	
Angle:	0 deg.	Direction of Structure:	N-S
No. of Spans:	2	Fill on Structure:	
Span Lengths:	7.9 m		

**Historical Data:**

Year Built:	1930	Year of Last Major Rehab:	
Last OSIM Inspection:	2021	Last Evaluation:	
Last Enhanced OSIM Inspec.		Current Load Limit:	
Enhanced Access Equipment:		Load Limit By-Law #:	
Last Underwater Inspection:		By-Law Expiry Date:	
Last Condition Survey:			

Rehab History: (Date/description)

<b>Scheduled Improvements:</b>			
Regional Priority Number:	<input style="width: 90%; height: 25px;" type="text"/>	Programmed Work Year:	<input style="width: 90%; height: 25px;" type="text"/>
Nature of Program Work:			

<b>Appraisal Indices:</b>		<b>Comments:</b>
Fatigue		
Seismic		
Scour		
Flood		
Geometrics		
Barrier		
Curb		
Load Capacity		

Field Inspection Information:			
<b>Date of Inspection:</b>		<b>Type of Inspection:</b>	OSIM
<b>Inspector:</b>	Garret Hoegi, E.I.T		
<b>Others in Party:</b>	Sydney Hotz		
<b>Access Equipment Used:</b>	Camera, Measuring Tape (3m), Boots, Hat, Gloves, Vest, Inspection Forms and Clip Boards		
<b>Weather:</b>	Sunny		
<b>Temperature:</b>	20 °C		

Additional Investigations Required:		Priority:
Material Condition Survey		
	Detailed Deck Condition Survey:	Urgent
	Non-destructive Delamination Survey of Asphalt-Covered Deck:	None
	Concrete Substructure Condition Survey:	Urgent
	Detailed Timber Investigation:	None
	Post-Tensioned Strand Investigation:	None
Underwater Investigation:		None
Fatigue Investigation:		None
Seismic Investigation:		None
Structure Evaluation:		None
Monitoring		
	Monitoring of Deformations, Settlements, and Movements:	None
	Monitoring Crack Widths:	None
<b>Recommendation Notes:</b>		
<p>Due to the age and condition of the structure a deck condition survey and concrete substructure condition survey are recommended to confirm the condition of the structure.</p>		
<b>Maintenance Recommendations:</b>		

<b>Recommended Work on Structure:</b>	Major Rehab
<b>Timing of Recommended Work:</b>	NOW, 1-5 years
<b>Overall Comments:</b>	Girders and Stringers should be repaired as soon as possible
	Wing wall replacement and abutment wall repairs should happen on a 1-5 year timeline
<b>Date of Next Inspection:</b>	2025

ELEMENT DATA #1						
Element Group:	Decks		Length:	9.10	m	
Element Name:	Wearing Surface		Width:	4.40	m	
Location:	East to West		Height:		m	
Material:	Concrete		Count:		ea.	
Element Type:			Quantity:	40.04	m2	
Environment:	Severe		Limited Inspection:		No	
Protection System:	None					
Condition Data:	Units:	Excellent	Good	Fair	Poor	Perform. Deficiencies
	m2	0.00	40.04	0.00	0.00	
Comments:						Maintenance Needs: Recommended Time:
Recommended Work:						

ELEMENT DATA #2						
Element Group:	Barriers		Length:	33.20	m	
Element Name:	Railing Systems		Width:		m	
Location:	East and West sides		Height:		m	
Material:	Steel		Count:	2.00	ea.	
Element Type:	Steel flex beam on wood posts		Quantity:	66.40	m	
Environment:	Moderate		Limited Inspection:		No	
Protection System:	None					
Condition Data:	Units:	Excellent	Good	Fair	Poor	Perform. Deficiencies
	m	0.00	66.40	0.00	0.00	
Comments: Minor collision damage and is buried at all four quadrants. Timber post exhibit light checks, splits and top rot with one offset timber post and one broken post.						Maintenance Needs: Recommended Time:   1-5 year
Recommended Work: Update Guide Rail						

ELEMENT DATA #3						
Element Group:	Barriers		Length:	9.20	m	
Element Name:	Railing Systems		Width:		m	
Location:	East and West sides		Height:		m	
Material:			Count:	2.00	ea.	
Element Type:	Concrete Posts and Continuous railing		Quantity:	18.40	m	
Environment:	Moderate		Limited Inspection:		No	
Protection System:	None					
Condition Data:	Units:	Excellent	Good	Fair	Poor	Perform. Deficiencies
	m	0.00	0.00	0.00	18.40	
Comments: Light corrosion on steel pipe rail. Concrete post exhibit abrasions, light to medium spalling and light to medium scaling. Concrete Posts show significant deterioration and should be replaced.						Maintenance Needs: Recommended Time:   NOW
Recommended Work: Replace Rialing and update guide rail						



ELEMENT DATA #4						
<b>Element Group:</b>	Abutments		<b>Length:</b>		m	
<b>Element Name:</b>	Abutment Walls		<b>Width:</b>	4.40	m	
<b>Location:</b>	North and South sides		<b>Height:</b>	2.70	m	
<b>Material:</b>	Cast-in-place Concrete		<b>Count:</b>	2.00	ea.	
<b>Element Type:</b>			<b>Quantity:</b>	23.76	m2	
<b>Environment:</b>	Benign		<b>Limited Inspection:</b>	No		
<b>Protection System:</b>	None					
<b>Condition Data:</b>	<b>Units:</b> m2	<b>Excellent</b> 0.00	<b>Good</b> 0.00	<b>Fair</b> 19.76	<b>Poor</b> 4.00	<b>Perform. Deficiencies</b>
<b>Comments:</b> Severe scaling, light to severe erosion, narrow stained and unstained cracks.						<b>Maintenance Needs:</b> Recommended Time: 1-5 year
<b>Recommended Work:</b> Repair abutments.						

ELEMENT DATA #5						
<b>Element Group:</b>	Abutments		<b>Length:</b>	3.20	m	
<b>Element Name:</b>	Wingwalls		<b>Width:</b>		m	
<b>Location:</b>	NE,NW,SE,SW		<b>Height:</b>	2.70	m	
<b>Material:</b>	Cast-in-place Concrete		<b>Count:</b>	4.00	ea.	
<b>Element Type:</b>			<b>Quantity:</b>	17.28	m2	
<b>Environment:</b>	Moderate		<b>Limited Inspection:</b>	No		
<b>Protection System:</b>	None					
<b>Condition Data:</b>	<b>Units:</b> m2	<b>Excellent</b> 0.00	<b>Good</b> 0.00	<b>Fair</b> 12.28	<b>Poor</b> 5.00	<b>Perform. Deficiencies</b>
<b>Comments:</b> Moderate erosion, scaling, efflorescence and localized severe undermining of wingwalls.						<b>Maintenance Needs:</b> Recommended Time: 1-5 year
<b>Recommended Work:</b> Replace Wing Walls						

ELEMENT DATA #6						
<b>Element Group:</b>	Beams/ML'E's		<b>Length:</b>	9.10	m	
<b>Element Name:</b>	Girders		<b>Width:</b>	0.36	m	
<b>Location:</b>	North to South		<b>Height:</b>	0.50	m	
<b>Material:</b>	Cast in Place Concrete		<b>Count:</b>	4.00	ea.	
<b>Element Type:</b>	other		<b>Quantity:</b>	49.50	m2	
<b>Environment:</b>	Benign		<b>Limited Inspection:</b>	Yes		
<b>Protection System:</b>	None					
<b>Condition Data:</b>	<b>Units:</b> m2	<b>Excellent</b> 0.00	<b>Good</b> 14.50	<b>Fair</b> 15.00	<b>Poor</b> 20.00	<b>Perform. Deficiencies:</b>
<b>Comments:</b> Severe delamination and scaling of the girders.						<b>Maintenance Needs:</b> Recommended Time: NOW
<b>Recommended Work:</b> Repair girders						

ELEMENT DATA #7						
Element Group:	Embankments and Streams			Length:		m
Element Name:	Embankments			Width:		m
Location:	SE/SW/NE/NW			Height:		m
Material:				Count:	4.00	ea.
Element Type:				Quantity:	4.00	ea.
Environment:	Benign			Limited Inspection:		No
Protection System:	None					
Condition Data:	Units:	Excellent	Good	Fair	Poor	Perform. Deficiencies
	ea.	0.00	4.00	0.00	0.00	
Comments:						Maintenance Needs: Recommended Time:
Recommended Work:						

ELEMENT DATA #8						
Element Group:	Embankments and Streams			Length:		m
Element Name:	Streams and Waterways			Width:		m
Location:				Height:		m
Material:				Count:		ea.
Element Type:				Quantity:	1.00	All
Environment:				Limited Inspection:		No
Protection System:	None					
Condition Data:	Units:	Excellent	Good	Fair	Poor	Perform. Deficiencies
	All	0.00	1.00	0.00	0.00	
Comments: Watercourse is unobstructed with evidence of minor scour at Southwest quadrant.						Maintenance Needs: Recommended Time:
Recommended Work:						

ELEMENT DATA #9						
Element Group:	Accessories			Length:		m
Element Name:	Signs			Width:		m
Location:	NE,NW,SE,SW			Height:		m
Material:	Steel			Count:	8.00	ea.
Element Type:				Quantity:	8.00	ea.
Environment:	Severe			Limited Inspection:		No
Protection System:	None					
Condition Data:	Units:	Excellent	Good	Fair	Poor	Perform. Deficiencies
	ea.	0.00	7.00	1.00	0.00	
Comments: Damaged guide rail marker.						Maintenance Needs: Recommended Time:
Recommended Work:						

ELEMENT DATA #10						
Element Group:	Deck		Length:			m
Element Name:	Drainage system		Width:			m
Location:			Height:			m
Material:	Steel		Count:	4.00		ea.
Element Type:			Quantity:	4.00		ea.
Environment:	Severe		Limited Inspection:			Yes
Protection System:	None					
Condition Data:	Units:	Excellent	Good	Fair	Poor	Perform. Deficiencies:
	ea.	0.00	4.00	0.00	0.00	
Comments:						Maintenance Needs:
Drainage outlet is flush with the surface of the soffit.						
Recommended Work:						Recommended Time:

ELEMENT DATA #11						
Element Group:	Approaches		Length:	5.00		m
Element Name:	Wearing Surface		Width:	6.00		m
Location:	East to West		Height:			m
Material:	Surface treated		Count:	2.00		ea.
Element Type:			Quantity:	60.00		m2
Environment:	Moderate		Limited Inspection:			Yes
Protection System:	None					
Condition Data:	Units:	Excellent	Good	Fair	Poor	Perform. Deficiencies
	m2	0.00	35.00	20.00	5.00	
Comments:						Maintenance Needs:
Minor settlements and localized narrow cracks.						
Recommended Work:						Recommended Time:

ELEMENT DATA #12						
Element Group:	Decks		Length:	9.10		m
Element Name:	Soffit		Width:	4.40		m
Location:	North to South		Height:			m
Material:	Cast-in-place Concrete		Count:	1.00		ea.
Element Type:			Quantity:	40.04		m2
Environment:	Benign		Limited Inspection:			
Protection System:	None					
Condition Data:	Units:	Excellent	Good	Fair	Poor	Perform. Deficiencies:
	m2	0.00	40.04	1.00	0.00	
Comments:						Maintenance Needs:
Covered with formwork and could not be fully inspected. Exposed portion of the soffit exhibit light scalling, narrow stained and unstained cracks.						
Recommended Work:						Recommended Time:

ELEMENT DATA #13						
<b>Element Group:</b>	Sidewalks and Curbs		<b>Length:</b>	9.20	m	
<b>Element Name:</b>	Curbs		<b>Width:</b>	0.45	m	
<b>Location:</b>	North-South		<b>Height:</b>	0.14	m	
<b>Material:</b>	Cast-in-place Concrete		<b>Count:</b>	2.00	ea.	
<b>Element Type:</b>			<b>Quantity:</b>	13.43	m2	
<b>Environment:</b>	Severe		<b>Limited Inspection:</b>	No		
<b>Protection System:</b>	unknown					
<b>Condition Data:</b>	<b>Units:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Perform. Deficiencies</b>
	m2	0.00	0.00	11.43	2.00	
<b>Comments:</b> Light to medium abrasions, narrow to wide cracks, light to severe scalling and rust staining.						<b>Maintenance Needs:</b> Recommended Time:   NOW
<b>Recommended Work:</b> Replace Curb						

ELEMENT DATA #14						
<b>Element Group:</b>	Beams/MLE's		<b>Length:</b>	1.00	m	
<b>Element Name:</b>	Stringers		<b>Width:</b>	0.36	m	
<b>Location:</b>	North to South		<b>Height:</b>	0.50	m	
<b>Material:</b>	Cast-in-place Concrete		<b>Count:</b>	3.00	ea.	
<b>Element Type:</b>	Rectangular-solid		<b>Quantity:</b>	ea.		
<b>Environment:</b>	Benign		<b>Limited Inspection:</b>	No		
<b>Protection System:</b>	None					
<b>Condition Data:</b>	<b>Units:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Perform. Deficiencies:</b>
	ea.	0.00	0.00	1.00	2.00	
<b>Comments:</b> Minor scaling with severe spalling and delaminations.						<b>Maintenance Needs:</b> Recommended Time:   NOW
<b>Recommended Work:</b> Repair Stringer						

**BRIDGE PHOTOGRAPHS**

Owner: Municipality of Magnetwan

Hwy/Road Name: Nippising Road

Structure Name: Lot 66, Conc XII, Spence- Bridge #4

Location: 3.48km S of Midlothian Road



***Photo 1: South Approach***



***Photo 2: Elevation view of the structure showing exposed rebar and damage to girders***

**BRIDGE PHOTOGRAPHS**

Owner: Municipality of Magnetwan

Hwy/Road Name: Nippising Road

Structure Name: Lot 66, Conc XII, Spence- Bridge #4

Location: 3.48km S of Midlothian Road



***Photo 3: Delamination on Girder***



***Photo 4: Disintegration of Railing Balustrade***

**BRIDGE PHOTOGRAPHS**

Owner: Municipality of Magnetwan

Hwy/Road Name: Nippising Road

Structure Name: Lot 66, Conc XII, Spence- Bridge #4

Location: 3.48km S of Midlothian Road



*Photo 5: Typical Wing Wall*



*Photo 6: Typical Abutment*

Repair and Rehabilitation Required:		Priority				Estimated Construction Cost
Element	Repair and Rehabilitation Required	6 to 10 years	1 to 5 years	Within 1 year	Urgent	
Bridge #4	Rehabilitation				x	\$ 342,000.00
Bridge #4	Engineering Fees				x	\$ 34,200.00
<b>Total Cost</b>						<b>\$ 376,200.00</b>

Associated Work:	Comments	Estimated Cost
Approaches:		
Detours:		
Traffic Control:		
Utilities:		
Right of Way:		
Environmental Study:		
Other:		
Contingencies:		
<b>Total Cost</b>		<b>\$ -</b>