



TOWNSHIP OF NORTH ALGONA WILBERFORCE

Township Speed Limit Review Study

RFP (Request for Proposal)

Project Name: Township Speed Limit Review Study

Location: North Algonia Wilberforce Township – Renfrew County

RFP Number: **PW2022-13**

RFP NUMBER: **PW2022-13**

RFP CLOSING DATE: November 7, 2022

RFP CLOSING TIME: **12:00 p.m. (Noon)**

RFP OPENING TIME: **12:01 p.m.**

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1. GENERAL INSTRUCTIONS

- a. All bid documents must be submitted in accordance to the location, date, time and manner as specified in the RFP.
- b. All bid documents and corresponding addendums must be submitted in a sealed envelope and clearly marked as to its contents in ink or typed form.
- c. As submissions are received, they are time and date stamped at the Township Office to ensure compliance with the closing date and time.
- d. Late submissions will not be accepted and will be returned unopened to the receiver at the time of submission or shortly thereafter by regular mail.
- e. Openings are a public process and will be held in the Council Chamber's Township Office at the time of closing or shortly thereafter, and on the date as specified in the RFP Documents.
- f. For RFPs the name of the proponent will be read aloud and recorded, and the total amount, without HST.
- g. All members of the public in attendance at the opening are required to sign the Attendance Form and follow Township Covid-19 protocol.
- h. Following the opening, the completed Unofficial Results Form and accompanying bid documents will be given to the Clerk-Treasurer for evaluation.

The lowest and/or any bid not necessarily accepted.

The Township of North Algona Wilberforce reserves the right to accept/reject, cancel/re-advertise any RFP.

2. REGISTRATION FORM

Packages will be available for pick up in person (@ .20 cents per page copied), by email, or via the Township website at nalgonawil.com.

Addendums to bid documents will be forwarded to all registered proponents/bidders upon completion of this form in order to **guarantee notification and receipt of addendums** (if any). Those who do not complete a registration Form are responsible for obtaining all addendums associated with this project. The Township of North Algona Wilberforce shall not be responsible for misinformed proponents/bidders who neglect to complete this form.

Addendums become part of the bid document and shall be submitted along with the originally distributed bid document.

Please return the completed form **in person, by email to clerk@nalgonawil.com or by fax 613-628-3341.**

PROJECT NAME	Township Speed Limit Review Study
CLOSING DATE	November 7, 2022
COMPANY NAME	
PRINCIPAL CONTACT	
ADDRESS	
ADDRESS LINE 2	
CITY AND PROVINCE	
POSTAL CODE	
TELEPHONE	()
FACSIMILE	()
EMAIL ADDRESS	
DATE:	

3. Request for Proposal Documents (in seven parts)

PART I

A. RFP Procedures

1. All inquiries, concerning the RFP, prior to RFP closing, shall be directed to:

Ron O'Neill– Public Works Superintendent
613.628.2080 OR publicworks@nalgonawil.com
OR

Michelle Mantifel – Clerk-Treasurer
613.628.2080 OR clerk@nalgonawil.com

2. Notification of acceptance of RFP will be by telephone and written form of notice, to the address of the Consultant used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the acceptance notice by the Consultant.

3. An RFP may be voided by superseding it with a later RFP or letter of withdrawal, prior to the closing date and time.

B. RFP Requirements

1. A certified cheque, made payable to the Township of North Algona Wilberforce in the amount of 10% of the total RFP must be submitted with the RFP, for deposit purposes.

Deposit cheques of unsuccessful bidders will be returned within twenty-one (21) calendar days of the RFP opening. The cheque of the successful bidder shall be retained until the Township's acceptance of the completed work.

2. The successful bidder may file with the Township, a completed Performance Bond. The Bond shall be signed and sealed by a recognized bonding company, in the amount of 100% of the total estimated RFP. Upon receipt of such a bond, the Township will return the Contractor's RFP deposit cheque.

3. The successful bidder shall deliver a certified copy of the Firm's Public Liability and Property Damage Insurance Policy for the works, within 10 calendar days of receiving the Acceptance Notice. Coverage shall be a minimum of **\$5,000,000** per accident, in the name of the Township. Failure to provide such a proof may result in cancellation of the Contract and forfeiture of the bid deposit.

4. The successful bidder shall also deliver proof of Workers' Compensation Board Coverage, within 10 calendar days of receiving the Acceptance Notice.

C. Basis of Rejection

RFPs not conforming to the following requirements will be disqualified:

a) RFP must be legible, in ink, by typewriter or by printer. Entries or changes made in pencil shall, unless otherwise decided by the Township of North Algona Wilberforce, be invalid. RFPs which are incomplete, illegible or obscure, or that contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected.

b) RFP must be on the form provided.

- c) RFP must be signed and sealed by an authorized official of the bidding organization. A joint RFP must be signed and sealed by each company.
- d) All items must be bid.
- e) RFP must not be restricted or modified in any way.

Disqualifications

Under no circumstances will RFPs be considered which:

- a) Are received after Monday, November 7, 2022 at 12:00 pm (noon);
- b) Include RFP qualifications or other conditions not authorized by the Township of North Algona Wilberforce; or
- c) Are in the determination of the Township of North Algona Wilberforce, incomplete.

Right to Accept or Reject

The RFP which includes the lowest submitted cost will not necessarily be accepted. The Township of North Algona Wilberforce has the right to reject any and all RFPs for any reason whatsoever. The Township of North Algona Wilberforce shall not be responsible for and potential bidders shall not be entitled to, reimbursement for any liability costs, expenses, loss, economic loss, damages or consequential damages incurred, sustained or suffered, including loss of profit, by any potential bidder prior or subsequent to, or by reason of the acceptance or the non-acceptance by the Township of North Algona Wilberforce of any RFP or by reason of any delay in the acceptance of an RFP. RFPs are subject to formal acceptance by the Township of North Algona Wilberforce and a formal contract being prepared and signed.

POTENTIAL BIDDERS ARE ADVISED THAT ACCEPTANCE OF ANY RFP MAY BE DONE BY RESOLUTION OF THE TOWNSHIP OF NORTH ALGONA WILBERFORCE COUNCIL.

D. Acceptance

Award of RFP

The lowest or any RFP will not necessarily be accepted. The Township of North Algona Wilberforce may, in its sole discretion.

- a) Award a contract to the potential bidder that the Township of North Algona Wilberforce, in its sole discretion, determines is the best qualified and compliant RFP; or
- b) Determines that the potential bidder meets the best possible competencies; or
- c) Not award any contract at all; or
- d) Remove from Total RFP amount any section not covered in set budget allowance

The determination of the best qualified and compliant RFP shall be in the sole discretion of the Township of North Algona Wilberforce, whose decision shall be final and not challengeable.

E. General Conditions

Failure to execute the contract in a competent manner may result in the bidder's disqualification from bidding on the Township's contracts for a period of three (3) years.

Should a potential bidder find omissions from or discrepancies in any of the RFP documents or be in doubt as to the meaning of any part of such documents, the potential bidder is required to contact the Township of North Algona Wilberforce, no later than five (5) days before the closing date. If the Township of North Algona Wilberforce considers that a correction, explanation or interpretation is necessary or desirable, it will issue an addendum to all that have taken out RFP documents.

F. Scope Of Work

The Township has identified the need to review Township roads in regard to the assumed and /or posted speed limits. The Township network is made up of approximately 200 kilometres of rural roads. The goal is to assess the roads based on a more "rural" approach as opposed to standards generally applied to roads based on standard road classes that are not reflective of the rural reality.

Generally, the Township is defined as a municipality under the Highway Traffic Act and under the Act unposted roads are governed by statutory speed limits set out under Part IX of the Act. Most Township roads are presently unposted. The Township would like to professionally assess roads and create a plan that can be implemented to have all roads posted with speed limits where required and also to identify roads that should continue to be governed by the statutory limits.

It is imperative that the study not be based on standard municipal road classes as the standard is not reflective of rural low traffic volumes.

Safety and consistency are the overall goal, below are a list of the evaluation criteria that the Township requires to be used:

- | | |
|---|--------------------------------|
| a. Safety | i. Vertical alignment |
| b. Pedestrian exposure | j. Lane width |
| c. Cyclist exposure | k. Intersections |
| d. Equestrian or horse drawn transportation | l. Interchanges |
| e. Roadside hazards | m. On street parking |
| f. Community safety zones | n. Emergency vehicle use |
| g. Road surface | o. School bus stops and routes |
| h. Horizontal alignment | p. Legislation |

Included in the study will be recommendations for speed controlling devices and signage such as flashing lights, radar, and additional signage.

EVALUATION MATRIX

SUBMISSIONS WILL BE EVALUATED BASED ON THE ABOVE LISTED ITEMS.

15	Relevant Experience
25	Assigned Resources
20	Project Schedule
40	Quoted Price
100	TOTAL

Township roads are identified in Appendix "A"

The deliverables;

- Project Launch meeting with adhoc committee
- Evaluation of all roads based on the above criteria
- A table created that identifies roads, hazard level, existing speed limit, and proposed speed limit
- Formal presentation of evaluation, conclusions and recommendations to Council
- A report document indicating the methodology, the assessment, recommendations, and conclusions
- One year follow up on actions and progress
- Optional rates for technical assistance in implementing report

Below is a list of some roads that have either undergone recent rehabilitation or have been flagged for safety concerns:

1. Black Creek Road
2. Island View Drive
3. Gristmill Road
4. Royal Pines Road
5. McMillan Road
6. Mink Lake Road
7. Letts Cemetery
8. Kranz Road
9. Crooked Rapids Road
10. Tramore Road

These roads require a higher level of detail to address safety concerns and as due diligence in regard to Township liability.

The material produced in this study both electronic and paper documents will become the property of the Township. To be clear; the review, the table, the report and the presentation will be handed over to the Township when the project is complete.

G. COMPLETION DATE

The Contractor shall complete the listed work by January 13th, 2023.

Additional costs incurred shall be deemed to be included in the price bid for the works. If the work is not complete by the above date, or by an amended date allowed by an approved extension of time, then the Contractor agrees to pay the Township a sum of **\$500.00** per calendar day, for each day's delay in finishing the work, as liquidated damages.

RFP Price Bid Form

SPEED LIMIT STUDY

SECTION	ITEM DESCRIPTION	UNIT	QUANTITY Required	LUMP SUM	UNIT PRICE	TOTAL
A	Launch meeting		1	Yes		
B	Study and Table		1	Yes		
C	Council Presentation		1	yes		
D	One year review		1	Yes		
E	Technician field	hr	unknown	No		Nil
F	Technician virtual	hr	unknown	No		Nil

TOTAL RFP \$ _____ **CDN**

HST \$ _____ **CDN**

TOTAL RFP PRICE \$ _____ **CDN**

Part III

TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Michelle Mantifel, Clerk-Treasurer
1091 Shaw Woods Road
Eganville, Ontario K0J 1T0
613.628.2080 – office
613.628.3341 – fax
clerk@nalgonawil.com

Ron O'Neill, Public Works Superintendent
1091 Shaw Woods Road
Eganville, Ontario K0J 1T0
613.628.2080- office
613.628.3341 – fax
publicworks@nalgonawil.com

RFP CLOSING

RFP submissions can be made until November 7th, 2022 at 12:00 pm (noon)

(a) Package Submission Process

RFP packages shall be submitted in a closed and sealed envelope clearly marked as to contents, to:

Township of North Algona Wilberforce
1091 Shaw Woods Road
Eganville, Ontario K0J 1T0
613.628.2080

Please note that the successful RFP may not necessarily be the lowest submitted cost, but the one that provides the best long-term solution for the Township of North Algona Wilberforce.

Part IV

Statement of Understanding

The Contractor has carefully examined the conditions and specifications attached and referred to in this contract, 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 RFP, hereby offers to furnish all labour, equipment and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

Attached to this RFP is a certified cheque, in the amount of 10% of the total RFP, made payable to the Township. The proceeds of this cheque shall, upon acceptance of the RFP, constitute a deposit which shall be forfeited to the Township, if the Contractor fails to complete the work in accordance with the RFP documents.

This offer shall be irrevocable for a period of thirty (30) calendar days following the date of RFP opening.

I/We (the Contractor) promise to perform the work without undue delay and complete the work by January 13th, 2023

SIGNATURE PAGE

By signing below, I acknowledge that I have read and understand this RFP PW2022-13 and I agree to abide by the terms and conditions contained herein.

Price Excluding HST \$ _____

Price Including HST \$ _____

Total RFP Amount \$ _____ CDN

Signature of Authorized Official
(I have the authority to bind the company)

Name

Company Name

Address

Date

Part V

REFERENCES

Proponents are asked to provide a minimum of 3 references of similar contract. If the Proponent is new in this business, alternative references may be submitted.

Reference #1

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #2

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #3

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

4. PROPONENT'S CHECKLIST

Completion of (2) Original Request for Proposal Documents

Signed Statement of Understanding

Signed Acknowledgment of Addendums

References

Certified Cheque

Signature Page

Bid Form

5. Unofficial Results Form X2

UNOFFICIAL RESULTS FORM RFP RESULTS

Project Name: _____

Closing Date and Time: _____

No.	PROPONENT'S NAME	TOTAL BASE AMOUNT EXCLUDING HST
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Clerk-Treasurer Signature: _____

The Township of North Algona Wilberforce is not responsible for any irregularities during the reading of information and will review and correct accordingly.

***THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD
SHOULD BE MADE FROM THE INFORMATION ABOVE***

UNOFFICIAL RESULTS FORM
RFP RESULTS

Project Name: _____

Closing Date and Time: _____

No.	PROPONENT'S NAME	TOTAL BASE AMOUNT EXCLUDING HST
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Clerk-Treasurer Signature: _____

The Township of North Algona Wilberforce is not responsible for any irregularities during the reading of information and will review and correct accordingly.

***THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD
SHOULD BE MADE FROM THE INFORMATION ABOVE***

6. RFP Opening Attendance Form

ATTENDANCE FORM – RFP OPENING

Project Name: _____

Closing Date and Time: _____

Name(Print)	Title	Company	Signature

APPENDIX “A”

APPENDIX A

Anthanas Road
Basswood Road
Berndt Road
Biederman Road
Black Creek Road
Black Point Road
B-Line Road
Blue Bird Road
Budd Mills
Burchat Road
Carty Road
Cement Bridge Road
Chapel Road
Cold Creek Road
Crooked Rapids Road
Diana Court
Doering Road
Dore Bay Road
Duquette Road
Eady Road
Fish Hut Road
Fourth Chute Road
Germanicus Road
Goldfinch Road
Green Lake Road
Griffith Wagner Road
Grist Mill Road
Gurlitz Road
Henry Road
Hewitt Corner Rd
Island View Drive
Jessup Road
Karmak Haven
Kilby Road
Kiley Road
Kirk Court
Kranz Road
Kutschke Road
Lemke Road

Letts Cemetery
Limestone Road
Link Road
Lovers Lane
Marsh Road
Marthas Road
McMillan Road
McNee Road
Meadow Wood Road
Mink Lake Road
Old Bridge Road
Old Camp Road
Ott road
Panke Road
Passaw Road
Point Church Drive
Rankin Rink Road
Red Pine Camp Way
Reiche Road
Roesler Road
Royal Pines Road
Scheuneman Road
School Road
Sell Road
Shaw Woods Road
Smiths Bay Road
Snodrifters Road
Sperberg Road
Springer Road
Stone Hedges Road
Thur Street
Township Park Road
Trail Blazers Road
Tramore Road
Walshs Road
Weckworth Street
Wilber Heights
Wilkens Road
Woito Station Road