



Expression of Interest No. 09-2020

Engineering Services

For the Corporation of the Municipality of Oliver Paipoonge

Proposals, clearly marked as to contents are to be mailed to:

**Kevin Green, Treasurer/ Deputy CAO
Municipality of Oliver Paipoonge
3250 Highway 130
Rosslyn, ON P7K 0B1**

EOI must be submitted by:

Wednesday, March 10, 2020 at 1:00 p.m., local time

Late submissions will not be accepted.

INFORMATION TO ENGINEERS

The attached Expression of Interest for Engineering Services has been prepared by the Municipality of Oliver Paipoonge.

The Municipality, on occasion, requires engineering services for different projects and is establishing a list of Engineers for each category. It is our intention to use the list to select a qualified Engineer depending on the requirement for the project. All proposals will list minimum daily disbursement or minimum hourly charge. In some instances, based on scope of work, a bigger project may come along where a budget estimate may be required.

BACKGROUND

The Municipality is in the process of defining our capital asset management plan and this may require us to have an engineer consultation with the Municipality regarding a specific asset. The work assignments will be delegated to proponents based on ability to perform the assessments in a timely fashion.

1.1 CONSULTANT SUBMISSIONS

Consultants are required to submit Expression of Interest describing the ability of their firm in a variety of engineering principles. The submission shall incorporate their firms experience and abilities in the varied protocols. This can be achieved through the use of a company Curriculum Vitae (CV)

Responses to this expression of interest should also include all major participants in the work program as part of the submission, and hourly rates of compensation should be identified for each participant.

1.2 EXPECTED WORK PROGRAM

The Municipality is keen on bringing the documentation of their inventory of assets into a streamlined and complete package. Included in this process will be certain assets that will require on-site documentation of existing conditions with a report on future costing requirements being provided.

The Municipality will also be constructing several projects throughout the year which will require third-party verification of previously approved designs. These projects may involve documentation, reports and recommendations being provided to various ministries at the provincial level. Having said that, all dialogue and dissemination of information will flow through the Municipality with the Consultant acting as a resource in this regard.

1.3 ADMINISTRATIVE CONSIDERATIONS

RIGHTS RESERVED BY THE MUNICIPALITY

The lowest or any quote not necessarily accepted. The Municipality reserves the right to reject any or all bids, to waive irregularities and informalities therein and to award the contract in the best interest to the Municipality in its sole and unfettered discretion. The Municipality is not obligated to accept any of the consultant submissions in response to this request.

Fee Proposal, Proponent can provide varying services or differing template at his/her discretion.

The intent of this expression of interest is to use the same proponent for all disciplines of a project.

Questions and Clarifications

Communications and clarification requests concerning this Expression of Interest are to be sent in **writing** and directed to:

Laura Gibson, Accounts Payable Clerk
Fax: (807) 935-2161
E-mail: laura.gibson@oliverpaipoonge.on.ca

The deadline for questions/inquiries will be Thursday, **March 5th, 2020 at 12:00 pm.**

Responses to clarification requests will be provided to all interested parties.

Any and all changes to the Expression of Interest will be issued in the form of a written addendum.

1.4 FREEDOM OF INFORMATION

All submissions to the Municipality become the property of the Municipality and as such, are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

This will confirm that the Municipality 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.

1.5 CERTIFICATES, INSURANCE AND INDEMNIFICATION

- a) The successful bidder shall be required to submit the following documentation prior to approval of the contract and the starting any work:
- i) proof that the Contractor carries a minimum of \$5,000,000 liability insurance, with the Municipality of Oliver Paipoonge listed as an additional insured under the policy;
 - ii) Workplace Safety and Insurance Board (WSIB) Clearance Certificate, if the worker who will be performing the service is not self-employed;
 - iii) undertakings to comply with the Municipality's Policies on Contractor Health and Safety and Environmental Protection; and
 - iv) undertaking of compliance with Ontario Regulation – Accessibility for *Ontarians with Disabilities Act, 2005*, and the Regulations there under with regard to the provision of its goods, services or facilities to persons with disabilities.

RESPONSES WILL NOT BE OPENED IN PUBLIC.



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Legal Name of Firm/Individual

Name of Contact Person:

Mailing Address:

Telephone No:

Fax No.:

Cell No.:

E-Mail Address

Fee Proposal

Type of Engineer	Cost per hour
Civil	
Electrical	
Mechanical	
Structural	
Field Survey Crew (including Total Station Equipment)	
On-Site Inspection (Grade Check and Daily Diary Component)	
Drafting Technician (including consumables)	
Daily Travel Time to site and return	



UNDERTAKING TO COMPLY WITH THE MUNICIPALITY OF OLIVER PAIPOONGE'S POLICY ON CONTRACTOR SAFETY

Name of Contractor: _____ (the "Contractor")

Description of Contract: _____ (the "Contract")

Name of Authorized Representative
of the Contractor _____

1. I/We hereby undertake:

- (a) To comply with all health and safety and environmental legislation in the performance of this contract;
- (b) To maintain a safe and healthy work environment during the performance of this contract;
- (c) To comply with the Municipality of Oliver Paipoonge Contractor Safety Policy as set out in the Supplementary General Conditions.

2. I/We hereby agree:

- (a) That compliance with all health and safety and environmental legislation is a condition of the contract and that non-compliance with same may, in the Corporation of the Municipality of Oliver Paipoonge's (hereinafter the Corporation) discretion, lead to the termination of this Contract;
- (b) To permit the Corporation to audit my/our health and safety and environmental records during the term of the contract and upon its conclusion and to co-operate fully with any such audit(s).

3. (a) I/We understand that contractor safety deficiencies will be addressed by the Corporation in the following progressive steps:

- (i) The problem will be identified to the Contractor (site supervisor).
- (ii) The Contractor's head office will be contacted about the problem, orally and later in writing.
- (iii) If required by law to immediately report the problem to a provincial and/or federal Ministry, the Corporation will immediately do so.
- (iv) If not required by law to immediately report the problem, and the problem remains unresolved, the Corporation may report the problem to the appropriate Ministry (ies).

- (v) The Contract may, in the Corporation's discretion, be suspended or terminated and/or payment withheld by the Corporation.
- (b) I/We acknowledge and agree that, depending upon the nature and/or seriousness of the deficiency, the Corporation reserves the right to bypass any or all of the steps described in subsection 3(a).

I/We have read and understood the above and agree to comply with the policy.

I/We have the authority to bind the Contractor.

_____(Date)

SIGNED, SEALED AND DELIVERED
in the presence of:

(Name of Contractor)

Per:

Authorized Signature 1

Authorized Signature 2

Print Name

Print Name

Witness

I, the undersigned witness, hereby attest to the
validity of the above signatures.

Print Name



ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

The Proponent shall comply with the provisions of the Accessibility for *Ontarians with Disabilities Act, 2005*, and the Regulations there under with regard to the provision of its goods, services or facilities to persons with disabilities. The Proponent acknowledges that pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005*, the Municipality of Oliver Paipoonge must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

Prior to the commencement of any work the successful contractor/consultant shall furnish evidence of compliance with the most current Integrated Accessibility Standards Regulation specifically the section(s) pertaining to Training of Staff.

Agents or Consultants acting on behalf of the Municipality will incorporate accessibility criteria and features when developing specifications and/or procuring goods and services, except where it is not practical to do so. If it is not practicable to incorporate accessibility criteria and features when procuring goods or services, an explanation shall be provided.

I have the authority to bind the contracting party and I verify that our company complies with the most current Integrated Accessibility Standards Regulation specifically the section(s) pertaining to Training of Staff.

Signature: _____

Title: _____

Date: _____

Please submit to the Municipality prior to beginning of any contract work for the Municipality



THE MUNICIPALITY OF OLIVER PAIPOONGE

3250 Highway 130
Rosslyn, ON, P7K 0B1
Telephone: (807) 935-2613 ext. 225
Fax: (807) 935-2161

REQUEST FOR BIDDER INFORMATION

Complete and fax or email this form if you are interested in submitting a response to a Tender/Proposal and have downloaded the tender/proposal document from the municipal website. This will help us keep you apprised of any addenda or updates that may be issued.

FAX: (807) 935-2161 Email: laura.gibson@oliverpaipoonge.on.ca

NOTE: It is the responsibility of the Bidder to check the Municipal Website for any addenda or updates prior to submitting a bid.

Tender/RFP/RFQ No.	09-2020
Description of Tender	EOI Engineering Services
Business Name	
Contact Name	
Address	Street Number and Name:
	City:
	Postal Code:
Phone	
Fax	
Email Address	
Preferred method to receive addenda	Check one: <input type="checkbox"/> fax <input type="checkbox"/> e-mail

www.oliverpaipoonge.ca/tenders