



Request for Quote

Road Needs Study

1. Purpose of Request for Quote

The Township of Joly is inviting quotes from qualified consulting engineering firms (the Consultant) to conduct an inventory condition assessment of the municipal road infrastructure, as well as a capital improvement plan.

2. Information and Instructions

2.1 Background Information

The Township of Joly is a single-tier municipality located in the District of Parry Sound. It is a small, rural community with a population of 293 as per the 2021 Census. The Township is just east of the Village of Sundridge and abuts the Township of Strong.

The Township is governed by a Mayor and four Councillors. Residents are provided all standard municipal services, with the exception of water and sewer services. Several of these services, including the Fire Department, and Landfill are provided through a contracted Service agreement with the Village of Sundridge and the Township of Strong.

The Township maintains a public roads system comprised of approximately 52 lane kilometres of roadway and six bridge structures. Of this, 3.1 lane kilometres are hardtop (LCB) surface; the remainder are gravel. 25 lane kilometres of this are seasonal.

Additional information on the Township can be found by viewing the website:
www.townshipofjoly.com.

2.2 Submission of Quotes

Quotes shall be submitted in the form and format specified in Section 3 and shall include a completed Form of Quote provided as Section 5 of this document. A designed signing officer authorized to bind the Bidder to the provisions of their Quote must sign the Form of Quote. Any addenda issued by the Township of Joly in accordance with section 2.6 must be acknowledged by the Bidder on the Form of Quote.

Each Bidder is asked to submit one (1) soft copy of the Quote, or a hard copy of the Quote must be received by:

The Township of Joly
871 Forest Lake Road
Sundridge, ON P0A 1Z0

The front of the envelope shall indicate the Bidder's full company name, the lead contact, and include a line that states 'Request for Quote- Road Needs Study'.

The soft copy of the Quote shall be sent by e-mail to the Lead Contact, municipal.admin@townshipofjoly.com with “Request for Quote-Road Needs Study” in the subject line.

The hard and/or soft copies of the Quote must be received no later than 3:00 PM local time on Thursday October 3, 2024.

It is the responsibility of the Bidder to ensure that the Township receives its quote prior to the submission deadline, in accordance with the submission process outlined above. Quotes received after the submission deadline will not be considered.

2.3 Lead Contact

The Township of Joly has endeavoured to provide complete and correct information necessary for Respondents to properly assess and determine the scope and complexity of work required prior to submitting a quote.

Respondents are solely responsible for determining if more information is required or if anything contained in this document appears incorrect or incomplete, and for contacting the individual named in this RFQ if they have any questions whatsoever prior to the closing date.

Any clarifications issued by the Township will be in the form of an addendum. All potential Respondents must acknowledge receipt of all addenda received by indicating the number of addenda on the Form of Offer.

Information obtained from any source other than the individual indicated below is not official and may be inaccurate. The Township will not be responsible for any verbal statement, instruction or representations.

All inquiries for this RFQ must be directed by email to:

Jennifer Martin
Municipal Administrator/Clerk
Municipal.admin@townshipofjoly.com

A bidder may be disqualified if, during the period between the issuance of this Request for Quote and the date of notification of the award, they contact any individual who is involved in this RFQ process who is not the lead contact. This is to ensure that each Respondent receives the same information and that no Respondent receives unfair treatment during the RFQ process.

2.4 Required Review and Clarification

It is the responsibility of each Respondent to carefully review this RFQ. Questions concerning clarification of the contents of this document must be received by the Lead Contact by no later than 4:00 PM local time on Thursday September 26, 2024. This is to allow time for the issuance of any necessary addenda.

In submitting a Quote, the Respondent acknowledges that they have read, completely understand, and accept the terms and conditions of the RFQ in full. The Township of Joly is not responsible for any misunderstanding of the RFQ.

2.5 Amendments to the RFQ

The Township may issue addenda to clarify and/or modify certain aspects of the RFQ prior to the submission deadline. Addenda shall be posted by 4:00 PM on Monday September 30, 2024 to www.townshipofjoly.com and shall be available in hard copy format at the municipal office.

2.6 Opening of Quotes

There will be no formal opening of quotes. Quotes will be evaluated and a recommendation will be brought to Council at the October 8, 2024 regular meeting. Respondents are welcome to attend this meeting virtually via Zoom or in person.

2.7 Rights of the Township of Joly

The Township of Joly reserves the right to:

- a) Make public the names of any or all Respondents and their quoted fees;
- b) Verify with the Respondent or with a third party any information set out in their Quote;
- c) Disqualify any Respondent whose Quote contains misrepresentations, any other inaccurate or misleading information, or any qualifications;
- d) Disqualify any Respondent who has engaged in conduct prohibited by this RFQ;
- e) Make changes, including substantial changes, to this RFQ provided that those changes are issued by way of addenda in the manner set out in this RFQ;
- f) Select a Respondent other than the Respondent whose Quote reflects the lowest cost to the Township;
- g) Cancel this RFQ process at any stage;
- h) Cancel this RFQ process at any stage and issue a new RFQ for the same or similar deliverables;
- i) Accept or reject any or all Quotes in whole or in part;
- j) Discuss with any Respondent different or additional terms to those contemplated in this RFQ or in any Respondent's Quote;

- k) If a single Quote is received, reject the Quote of the sole Respondent and cancel this RFQ process or enter into direct negotiations with the sole Respondent; and
- l) Enter into negotiations with the selected Respondent to obtain cost savings, additional services, or any other matter.

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

2.8 Not Responsible for Costs

The Township shall not pay any costs associated with the preparation, submission, or presentation of the Respondent's Quote. The Township shall not be liable for any expenses, costs, or losses suffered by the Respondent or any third party resulting from the Township exercising any expressed or implied rights under this RFQ.

2.9 Quote Expiry Date

Respondents hereby acknowledge that their Quotes shall be irrevocable for a period of 90 days after the submission deadline. Extensions to this period may be granted with the mutual agreement of the Township of Joly and the successful Respondent and may be initiated by either party.

2.10 Confidentiality and Ownership

Any information provided to the Respondent by the Township before, during, or after the RFQ is completed shall be treated as confidential and shall not be used or communicated by the Respondent or any third party in any way unless otherwise identified or permitted by the Township of Joly or under Federal/Provincial legislation. Information, reports, documentation, plans, etc. that are produced by the successful Respondent in response to this RFQ shall become the exclusive property of the Township of Joly. However, intellectual property such as specific tolls, templates, and processes that the Respondent provides as part of the deliverables remains the property of the Respondent if so requested.

2.11 Freedom on Information

Any personal information required in the Quote is received under the authority of the Township of Joly. This information shall be an integral component of the submission. All written Quotes received by the Township become a public record. Once a Quote is received by the Township and the contract has been awarded, all information contained in the Quote 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.

2.12 Termination of Contract

The Township reserves the right to immediately terminate a contract with the successful Respondent for sufficient cause, including but not limited to non-performance, late deliveries,

inferior quality, and fee issues. Either party may terminate a contract by providing the other party with 30 calendar days' written notice including the reason for termination.

2.13 Additional Requirements

- a) The use of qualified sub-contractors by the Respondent to perform specific duties while under contract is permitted only if the Respondent declares such use in the Quote or if the successful Respondent receives written approval from the Township.
- b) The successful Respondent shall, throughout the term of the contract, obtain and maintain in force a General Liability Insurance and/or Professional Liability Insurance coverage of not less than \$5,000,000 per occurrence inclusive, to indemnify and hold harmless the Township against any liability which may arise from the successful Respondent's activities under this contract. The successful Respondent must provide a certificate of insurance within 10 days of awarding the contract.
- c) The successful Respondent shall ensure that all services and products provided in respect to this quote are done so in accordance with and under the authorization of all applicable authorities, municipal, provincial, and/or federal legislation, including but not limited to WSIB and all applicable responsibilities under the Occupational Health and Safety Act.

2.14 Proposed Timeline

The timeline set out below is the Township's best estimate of the schedule that will be followed. It is intended to be for guidance purposes only.

RFQ Issue Date	Wednesday September 12, 2024
Deadline for submission of questions (see Section 2.4)	Thursday September 26, 2024 4:00 PM
Deadline for addenda to be posted on the Township website (see Section 2.5)	Monday September 30, 2024, 4:00 PM
Submission Deadline	Thursday October 3, 2024, 3:00 PM
Recommendation taken to Council	Tuesday October 8, 2024
Notification of Award	Within three (3) calendar days following Council decision

3. Scope

In accordance with OREG 588/17 and the Building Together Guide, the Township requires updated and accurate roads condition data for the purposes of building a useful second generation Asset Management Plan. The Township requires the following be performed:

- d) A complete inventory of the roads infrastructure, in consultation with the Working Road Foreman;
- e) Perform a comprehensive condition assessment of the entire roads network, in line with the MTO Inventory Manual for Municipal Roads;
- f) Provide a road maintenance needs analysis, based on a life cycle forecast for capital and maintenance programs;
- g) Provide timing and cost estimates for major and minor repairs;
- h) Prepare a ten-year capital improvement program, listing all needs that can be accommodated within the Township's current budget limitations;
- i) Provide an estimated value of the roads infrastructure (replacement cost)
- j) Any additional activities not specifically listed above, but which are required to achieve the intended purpose of this contract. All costs associated with completing this work shall be included in the total project cost.

The study is to be completed by November 30, 2024. A draft copy should be provided to the Township in electronic format for comments and feedback. Upon approval, two bound and sealed hard copies shall be provided to the Township, as well as a final digital copy.

4. Submission Requirements

Respondents are asked to submit a quote which contains all of the information detailed below.

4.1 Format

The Township discourages overly lengthy and costly quotes. In order for the Township to evaluate all quotes fairly and consistently, Respondents should follow the format set out herein and provide all of the information as requested. Respondents are encouraged to provide any additional information not specifically outlined in this RFQ that they believe would be of value in evaluating their Quote.

4.2 Qualifications and Experience

Quotes must include a brief company profile, and recent experience conducting a Road Needs Study or similar project at the municipal level. Provide references for three (3) such projects, including, at a minimum, one (1) completed in the last five (5) years within the Province of Ontario.

4.3 Understanding of Objectives

Describe your understanding of the project, including overall scope and objectives. Any specific challenges or issues that may require special attention should be specifically noted.

4.4 Proposed Work Plan and Schedule

Provide a work plan, complete with a schedule that breaks down the major tasks to be performed.

4.5 Fees

The quote submitted is to include a total of the anticipated fees that will be billed to the Township. This shall include all disbursements, including but not limited to sub-consultants, travel, and accommodations. This fee will be considered the upset limit, not to be exceeded for billing purposes.

All applicable taxes should be listed separately in the fee breakdown.

The Township of Joly pays vendor invoices via cheques.

5. Form of Quote

I/We, the Undersigned, having examined this Request for Quote, do hereby offer to enter into an Agreement with the Township of Joly to develop a Road Needs Study.

I, We _____
(Name-Print) (Position)

of _____
(Company Name)

Dated at _____ this _____ day of _____, 2024.

AUTHORIZED SIGNATURE

STREET ADDRESS

CITY PROVINCE POSTAL CODE

TELEPHONE NO. E-MAIL ADDRESS

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






Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____

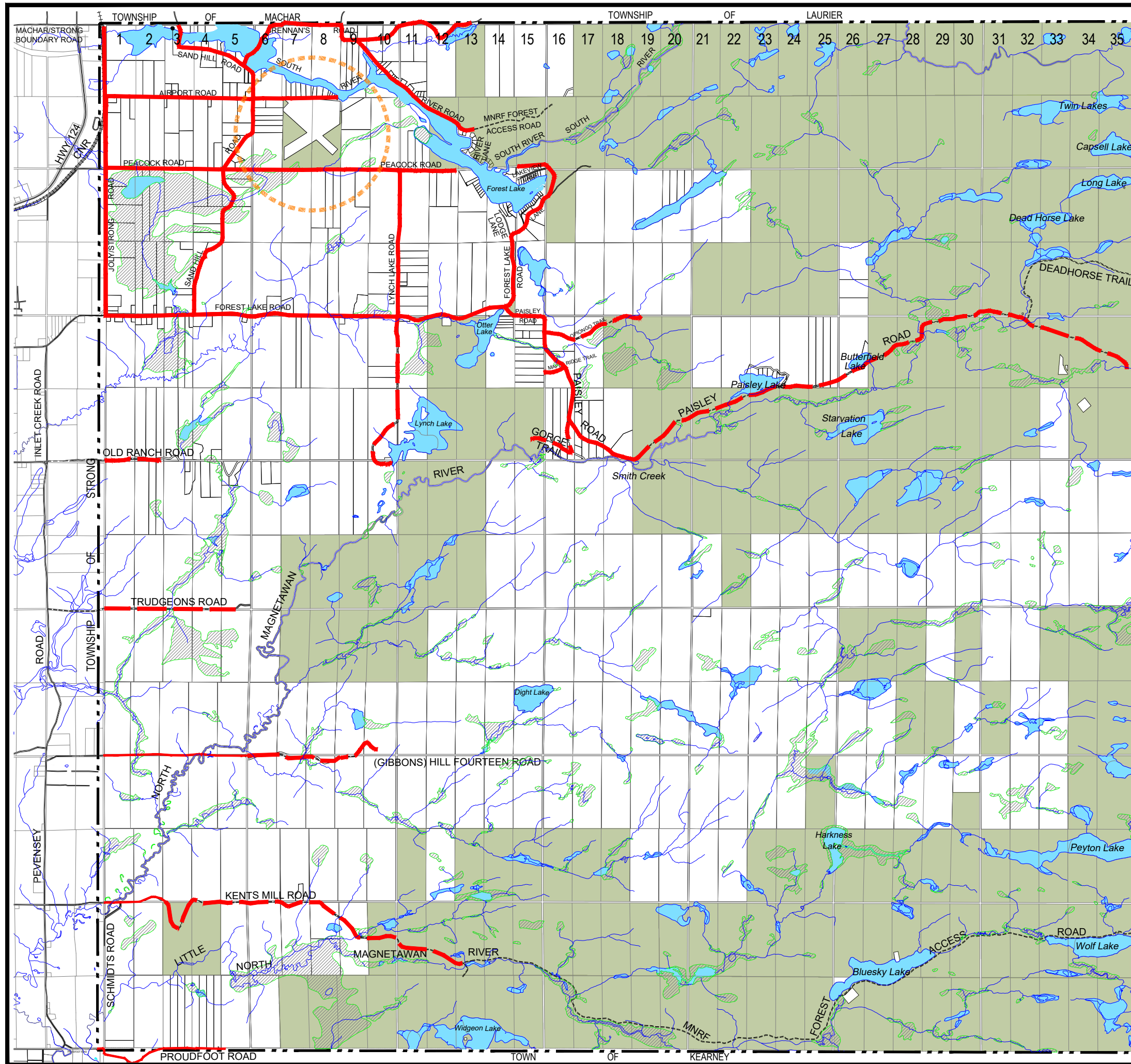
Signature in the designated space, by an authorized officer of the Respondent's company affirms acceptance of the Request for Quote requirements set forth in this document, the associated costs attributed to the business arrangement between the Respondent and the Township of Joly, and hereby certifies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

Company Seal

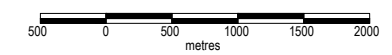
TOWNSHIP OF JOLY OFFICIAL PLAN SCHEDULE 'B' TRANSPORTATION

LEGEND

-  ROADS MAINTAINED YEAR-ROUND BY JOLY TOWNSHIP
-  ROADS MAINTAINED SEASONALLY BY JOLY TOWNSHIP
-  AERODROME SPECIAL POLICY AREA
-  CROWN LAND
-  MUNICIPAL BOUNDARY



(DISTRICT OF NIPISSING)
 PAXTON
 TOWNSHIP
 OF
 TOWNSHIP



ROBERT J. MILLER
PROFESSIONAL LAND USE PLANNER

CURRENT
TO
JANUARY 20, 2020