

**MUNICIPALITY OF SOUTHWEST MIDDLESEX  
REQUEST FOR PROPOSAL  
Engineering Consultant  
Environmental Assessment, Design and Construction Supervision  
Appin Road Water Main Replacement**

Sealed Proposals, (four sets) clearly marked "Proposal for Engineering Consulting -Water" will be received by the undersigned until 4 PM, Thursday, February 23, 2012 at the "Municipality of Southwest Middlesex, 153 McKellar Street, P.O. Box 218, Glencoe, Ontario N0L 1M0; attention Jaime Francisco, Public Works Manager" for environmental assessment and engineering design services for the Project described below.

A meeting at the Southwest Middlesex municipal office at 153 McKellar Street, Glencoe will be held on February 2 at 1 PM to answer questions, review documents and visit the existing Appin Road site.

**PROJECT SUMMARY:**

The Municipality of Southwest Middlesex is seeking an experienced Engineering Consultant to conduct an Environmental Assessment (EA) for a replacement of the existing 100/150 mm cast iron water line on Appin Road, Glencoe, including approx. 58 service connections, hydrants (3), connections at existing streets, T and valve connections at future streets and road restoration. Replacement of a 25 mm water pipe on Wright Avenue including six service connections, is part of this assignment. On satisfactory completion of the Municipal Class EA, the Consultant will commence the design of the water line, assist with the calling of tenders and supervise construction.

**SERVICES REQUIRED**

Southwest Middlesex Water System Description

The water system for Southwest Middlesex is comprised of a reservoir, re-chlorination facility and booster pumping station located at 11901 Graham Road in West Lorne. From the Pumping Station, the 350 mm trunk pipeline runs northerly on Graham Road to Longwoods Road, easterly as a 300 mm water main to Dundonald Road, northerly to Glencoe and terminates at an elevated storage tank (2011) and the water distribution system for Glencoe.

Environmental Assessment

The Engineering Consultant will conduct a Class EA for the replacement of approximately 1.2 km of 100/150 mm cast iron pipe on Appin Road between Dundonald Road and the Cooper Standard plant at 268 Appin Road. For this Request for Proposal, it is assumed that this will be a Schedule A or B Class EA activity (to be verified by selected consultant). The pipe to be replaced is on the north side of Appin Road between Dundonald Road and the Cooper Standard plant on the east side of Glencoe. New service connections (approximately 58 on Appin Road and 6 on Wright Avenue - including curb stops), hydrants (3 on Appin Road), connections to cross streets, tees and valves at future streets and road restoration will all be part of the design. As well, replacement of a 25 mm water pipe on Wright Avenue is to be included along with consideration of a looping of this dead-end and the rebuilding of Wright Avenue. The replacement of 6 service connections, up to and including the curb stops, will be part of the Wright Avenue construction. An assessment is required on the number and spacing of hydrants along Appin Road and Wright Avenue. There are presently 3 hydrants on Appin Road and some close to Appin Road on streets that intersect. There shall be no disruption of water service caused by the isolation of water lines during construction.

Design and Construction

When the EA is complete, the consultant will commence the design of the new water line. This assignment will continue through the tender and construction phase. Funding of this project is available until the end of

2014. It is anticipated that the final design will be completed within six months of the award of the engineering assignment and a tender will be advertised by the end of 2012 or early 2013.

#### Summary of Duties for Assignment

Specifically, the duties of the consultant for the entire assignment will be to:

1. sign an Agreement with the Municipality based on the MEA/CEO template and include all of the following;
2. liaise with the Municipality throughout the Project,
3. conduct the Municipal Class EA through to completion and filing. One of the key contacts will be the County of Middlesex since Appin Road is also Middlesex County Road 14,
4. the 100/150 mm pipe will be upgraded to either a 150 or 200 mm diameter pipe based on an evaluation provided by the consultant,
5. design the replacement water line Appin Road according to the recommendations outlined in the Class EA,
6. obtain all necessary approvals including but not limited to: the Municipality, the Ontario Ministry of the Environment (amend the Water Works Permit), Ministry of Natural Resources, Lower Thames Valley River Conservation Authority, Hydro One, Union Gas and the County of Middlesex,
7. draft advertisements in the Daily Commercial News for the tender of the Project. The Municipality will be responsible for the placement of the advertisement, the collection of all deposits relating to the tender documents and the distribution of tender documents to prospective contractors when requested. Coordinate and officiate at a site meeting during the bidding period. The Consultant and Municipality will collect, open and review the tenders from contractors submitting bids. The Consultant will review the tenders and make recommendations to the Municipality for the selection of a Contractor,
8. work with the Municipality to complete the tender documents with the Contractor at a pre-construction meeting,
9. oversee construction of the Project including arranging and managing site meetings, reviewing monthly progress payment requests from the contractor and making recommendations to the Municipality for payment,
10. complete deficiency review with the contractor. Recommend to the Municipality when it is appropriate to release holdbacks,
11. prepare Record Drawings for the Municipality within three months of Substantial Completion of the project. The Record Drawings will be in digital format plus three (3) full sets of paper drawings,
12. submit to the Municipality all required documentation for the Ontario Small Waterworks Assistance Program – Part 3 (OSWAP-3),
13. ensure completion of this project by December 31, 2013, and
14. liaise with the Municipality and its service provider, OCWA, to identify and resolve deficiencies for the new waterline.

#### DUTIES AND QUALIFICATIONS

The Engineering Consultant must have experience in the Environmental Assessment Process and with the design and tendering of water transmission facilities.

#### PROPOSAL FORMAT

All submissions will follow the structure below. This format will facilitate the review and evaluation process. Failure to comply with this requirement may result in your submission being rejected and returned to your office.

Understanding of the Project

Proponents should provide a short discussion of their understanding of the project and approach to the undertaking.

#### Project Methodology/Work Plan

A description by tasks of the proponent approach to the project following the outline below:

- Review or evaluation of current data;
- New studies or evaluations required;
- Design concepts; and
- Project meetings and/or presentations.

#### Project Timing and Schedule

A schedule for the completion of the project is to be included. Each proponent is required to estimate the number of weeks or months required for the completion of the project. The project is to include time estimates for the EA, design, construction and implementation of the water transmission project. It should be presented in the proposal in such a way that it is readily adjusted later.

#### Proposed Team Personnel

Identify key personnel to be assigned to the project. Provide descriptions of the key personnel as they relate to professional qualification and experience. A change of proposed personnel will not be allowed without prior written permission of the Municipality.

#### Proposal Fee

The fee for engineering services shall be provided and will form an upset limit in the subsequent engineering agreement to be executed with the Municipality of Southwest Middlesex. The fee shall be based on a cost matrix identifying the staff requirement (i.e. the number of hours) for each of the tasks identified. The fee submitted shall be a product of the total number of person hours and the stated hourly rates for each staff member. Describe how disbursements will be managed and estimate the amount over the term of this agreement.

Describe the invoicing procedures and expected payment requirements of the Engineering Consultant's invoices.

Describe in detail the basis upon which the fee is based and clearly outline any exclusions and/or discretionary items, which may impact the assignment cost. All fees are to exclude HST.

#### FORM OF AGREEMENTS

The Engineering Consultant will use the MEA/CEO Agreement for this assignment.

#### EVALUATION OF PROPOSAL

The evaluation of the Proposals will be based primarily on the following criteria:

- Understanding of the project;
- Methodology/work plan including schedule;
- Qualification and experience of project personnel;
- Proposal fee; and
- Ability and commitment to assign appropriate resources to complete the work in a timely fashion.

The evaluation team will consist of Janneke Newitt, Administrator; Elizabeth Jeffery, Utility Superintendent and Jaime Francisco, Public Works Manager, Southwest Middlesex and Bruce Boland,

Waterbru. The evaluation team may request the Proponent to attend an interview. Southwest Middlesex Council reserves the right to accept or reject any and all submissions.

To pose questions regarding this RFP contact: Municipality of Southwest Middlesex, 153 McKellar Street, P.O. Box 218, Glencoe, Ontario N0L 1M0 to the attention of: Jaime Francisco, Public Works Manager, 519 287 2015. A schematic of Appin Road is available on the Municipal website ([www.southwestmiddlesex.ca](http://www.southwestmiddlesex.ca)). It is strongly recommended that, in the absence of as constructed drawings, the Proponents should attend the site meeting on February 2.

Proposals received after the closing time will not be considered. Proposals received by e-mail or facsimile are not acceptable and will be rejected. The proponent is advised that any and all costs associated with the preparation and submission of the proposal is the sole responsibility of the proponent. Proposals will be evaluated and results released on or about April 5, 2012 pending Municipal Council approval.

Attention: Jaime Francisco, Public Works Manager  
Municipality of Southwest Middlesex  
153 McKellar Street  
P.O. Box 218  
Glencoe, Ontario  
N0L 1M0