



**Request For Proposal: Survey Services**

**SEALED QUOTES FOR THE DETAILED SURVEY PLAN WILL BE RECEIVED BY:**

The Corporation of the Municipality of Powassan  
250 Clark Street, PO Box 250  
POWASSAN, ON, P0H 1Z0

**PROJECT NUMBER: 2022-07**

**QUEENS AVENUE DETAILED SURVEY**

<b>QUOTE CLOSING DATE AND TIME:</b>	10:00 A.M. LOCAL TIME October 14, 2022
<b>QUOTE OPENING TIME:</b>	10:05 A.M. LOCAL TIME October 14, 2022
<b>QUOTES FOR:</b>	Conducting a 0.51km detailed survey plan of Queens Avenue, Powassan.

**This complete RFP must be submitted in a sealed envelope  
clearly marked "Queens Avenue Detailed Survey" RFP 2022-07  
LOWEST OR ANY QUOTE NOT NECESSARILY ACCEPTED**

**General Information:**

All inquiries concerning the quote, prior to quote closing shall be directed to:

**Codey Munshaw, Director of Public Works And Engineering  
Municipality of Powassan  
Box 250, 250 Clark Street, Powassan ON P0H 1Z0  
Telephone 724-2813 ext. 202 or 705-491-1749/Fax 724-5533  
Email: cmunshaw@powassan.net**

For the purpose of this document an engineering or consulting company providing services to the Municipality of Powassan, will hereby be referred to as a "Service Provider".

The Service Provider will submit their sealed proposals by traditional mail/drop-off at the previously stated Municipal building before quote closure.

A Service Provider may amend their quote at any time prior to the set closing date/time by submitting a signed and sealed amendment. No amendments will be accepted post quote closure. A quote may be voided by superseding it with a later quote or letter of withdrawal, prior to the closing date and time.

Any and all quotes that are received after the quote closing date/time, will be rejected by the Municipality. Any and all unsigned quotes will be deemed unacceptable, and will be rejected by the Municipality.

The Municipality reserves the right to reject any or all tenders. The Municipality shall have the right to cancel the request process and to place a new request for tenders. The tenders shall be evaluated by the Municipality in its sole and unfettered discretion. The Municipality reserves the right, in its absolute discretion to accept a tender which it deems most advantageous to itself and the right to reject any tender, in each case without giving any notice. Supplementary materials changing the terms of the request shall render the quote non-compliant. Tenders which contain qualifying conditions may, at the sole discretion of the Municipality, be disqualified or rejected. In no event will the Municipality be responsible for the costs of the preparation of the submission of a tender. No Bidder shall have any claim for any compensation of any kind because of participating in this tendering process and by submitting a tender each Bidder shall be deemed to have agreed that it has no claim.

Notification of Acceptance of Quote will be by telephone and written form of notice, to the address of the Service Provider used on the bid forms. The Date of Acceptance shall be deemed to be the date the Service Provider receives the Notification of Acceptance.

The Proposal opening will be on October 14, 2022, at 10:05am at 250 Clark Street, Powassan. For those wishing to attend the Proposal opening, please see the front reception prior to the opening time.

**Liability/Indemnification:**

The Service Provider shall indemnify the Municipality, its officers, employees and agents from all claims, demands, actions, or other proceedings initiated by others arising out of or attributable to anything done, or omitted to be done by the Contractor, its officers, employees or agents in connection with the services performed or required to be performed under this Contract.

**Liability/Insurance:**

The Service Provider shall maintain a policy of motor vehicle liability insurance for both owned and non-owned licensed vehicles having limits of not less than \$5,000,000.00 inclusive per occurrence for bodily injury, death, and damage to property.

The Service Provider shall maintain a policy of general liability insurance having limits of not less than \$5,000,000.00 inclusive per occurrence for bodily injury, death, and damage to property.

The general liability policy shall include the Municipality as an additional insured, but only in respect of and for the duration of the services to be performed under this contract and shall contain a cross liability clause endorsement.

The Service Provider shall provide proof of valid WSIB coverage.

Prior to the beginning of the Contract the Service Provider must provide proof of insurance (certificate of insurance or certified copy of policy) to the Clerk of the Municipality.

POLICY NO.: \_\_\_\_\_ INSURANCE CO.: \_\_\_\_\_  
AMOUNT: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

**Scope of Work:**

The Service Provider will be responsible for the supply of all manpower and equipment necessary to generate a detailed survey plan. The detailed survey plan will be of Queens Ave from Valley View Drive East to South End of Queens Ave (total of 0.51km length) in the Municipality of Powassan.

- Queens Avenue (Valley View Drive East – South End/Cul-De-Sac of Queens Avenue) Urban Roadway, (Open Ditches, culverts, bridge, steel beam and three cable guide rails, and concrete curb and gutters)  
510 meters length

Please see Appendix A for aerial view of project.

**Quote Specifications:**

The Service Provider will be responsible for the production of two (2) final sets of plans, and one (1) copy of the final digital file (must be compatible with 2018 AutoCAD Civil 3D) of the survey showing elevations, breaklines, and plan and profile views of roadway will be provided to the Municipality. The final plans will require a legend of the captured data. Every elevation point

shall have an ID and a (x,y,z) coordinate, in order to prepare volume calculations if required at any section chosen. The profile views shall include all Municipal infrastructure (e.g. water system, sanitary sewer, and storm sewers).

The survey shall generate an existing centreline of the roadway starting at the south end of Queens Avenue at chainage 1+000, increasing northerly towards Valley View Drive E. Survey monuments such as IB, SIB, RIB should be located using a metal detector, and where monuments are located the geodetic coordinate shall be recorded. The Municipality of Powassan's Public Works will assist in locating survey monuments. Elevations shall be geodetic. Typical survey cross sections shall be every 25m and may be stretched to every 50m on straight/flat sections. Where more details are necessary, the cross-sections should be taken accordingly. The service provider shall include the intersecting roadways to a distance of 30 meters from the centreline of Queens Ave.

The detailed survey shall include but shall not be limited to: typical cross-sections of R.O.W, Centrelines, edge of roadway, depressions, driveways, sidewalks, centreline of ditch, guide rails, top and bottom of bank, rock break elevations, all storm sewer features, hydro poles, signs, all sanitary sewer features (including top of manholes and sanitary sewer inverts), all water system features (such as fire hydrants, curb stops, gate valves, etc...), and large trees (including tree diameter). The Service Provider will also pickup ditches, swales, and gutters to identify drainage direction including roadway and entrance culverts.

Please note, that all trees within the roadway R.O.W must be included in the survey plan. All stand-alone trees, and the perimeter of forested areas within the roadway R.O.W must be included in the detailed survey plan.

Processing of data shall provide contour lines generated as follows; minor contour break at every 0.25m, major break at every 1.0m. The Service Provider shall provide breaklines as identified in the field, and shall provide start of radius, mid radius, end of radius information for intersection curves.

All front of buildings, houses including a top of foundation elevation, and a few ground elevations both on the ROW and Private property, to generate proper contours and provide overall drainage background. The Service Provider shall also include the civic addresses for properties surveyed. Houses in excess of 30m from the roadway centreline do not have to be captured in the detailed survey plan.

This proposal will also be evaluated based on price and the suggested approach to perform the work required. We ask that a brief description of the work plan, timeline, the equipment to be used, the manpower proposed and references of other similar projects completed in the past be included with the proposal.

Start date for the work will be mutually agreed upon by both parties, and will be completed as per the Service Provider's proposed timeline with a final completion date not exceeding December 31, 2022.

**Proposal Evaluation Criteria:**

The submitted proposals will be evaluated by the Municipality of Powassan as per figure 1: evaluation criteria. The Municipality will base the award selection on the overall evaluation score of the proposals, awarding the contract to the Service Provider with the overall highest evaluation score.

<b>Item</b>	<b>% Of Overall Evaluation Score</b>
Timeline	10%
Quality of submission package	10%
Work related experience	20%
Pricing	60%

Figure 1: Evaluation Criteria

**Protection of Property:**

The Service Provider will be responsible for any damage that may occur relative to the execution of all operations arising from the contract. Any damage done to municipal or private property must be made good to the satisfaction of the Municipality.

The Service Provider will supply adequate and competent flag persons to control traffic, if required, during the project. Temporary safeguards and protection shall be provided to adequately guard against injury to the public by accidents around and adjacent to the project. The Service Provider shall follow Ontario Traffic Manual 7: Temporary Conditions (2022), and shall perform the minimum requirements stated in this manual for all temporary work zones.

**Payment:**

Payment shall be made in response to invoices received by the service provider and shall be made within 30 days of invoice receipt. Invoicing shall be made in monthly progress payments, or a lump sum payment at the end of the project.

**Delay in Project:**

All damage, loss, expense and delay incurred or experienced by the Service Provider in the execution of the work, by reason of unanticipated difficulties shall be borne by the Service Provider and shall not be the subject of a claim for additional compensation.

**Health & Safety:**

All work performed under this Contract must be carried out in accordance with the Municipality’s Health and Safety Policy and any federal and provincial health and safety legislation and regulations. Failure to comply with this condition will be considered a breach of contract.

**Bid Form:**

The Service Provider 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 quote, 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 for the sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

The following amount for the (HST) is extra to the above contract sum;  
\$\_\_\_\_\_.

The total bid amount inclusive taxes \$ \_\_\_\_\_

Please also provide your crew hourly rate for additional work to the contract, should the Municipality require any additional work:  
\$\_\_\_\_\_ / hr plus H.S.T.

**I/We (the Service Provider) promise: that I/we are over the age of 18, are of right mind, are not under the influence of alcohol or controlled substances, wish to enter into a legally binding contract with the Municipality of Powassan, and agree to perform the work without undue delay to ensure work is completed as specified by the above stated Tender no later than: December 31, 2022 or the timeline specified in the attached Proposal**

Name of Individual or Firm \_\_\_\_\_

hereinafter referred to as the  
"Service Provider" (Print)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

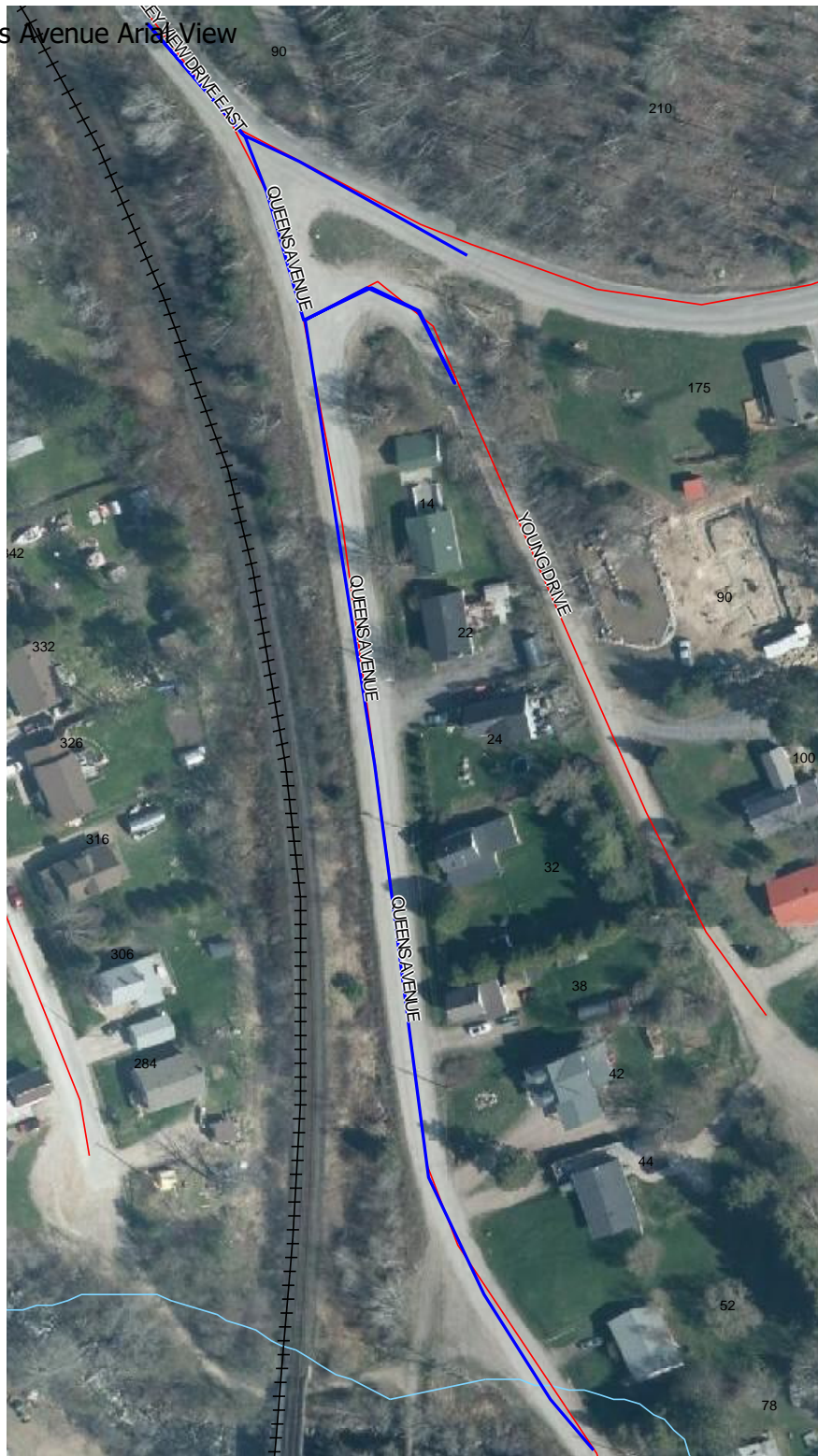
Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Witness or Firm Seal \_\_\_\_\_

**Appendix A:** Queens Avenue Area View



**Proposed Detailed Survey Plan Location - 1 OF 2**

Project Number: 2022-07  
Queens Avenue from Valley View Dr E  
To South End  
Town of Powassan

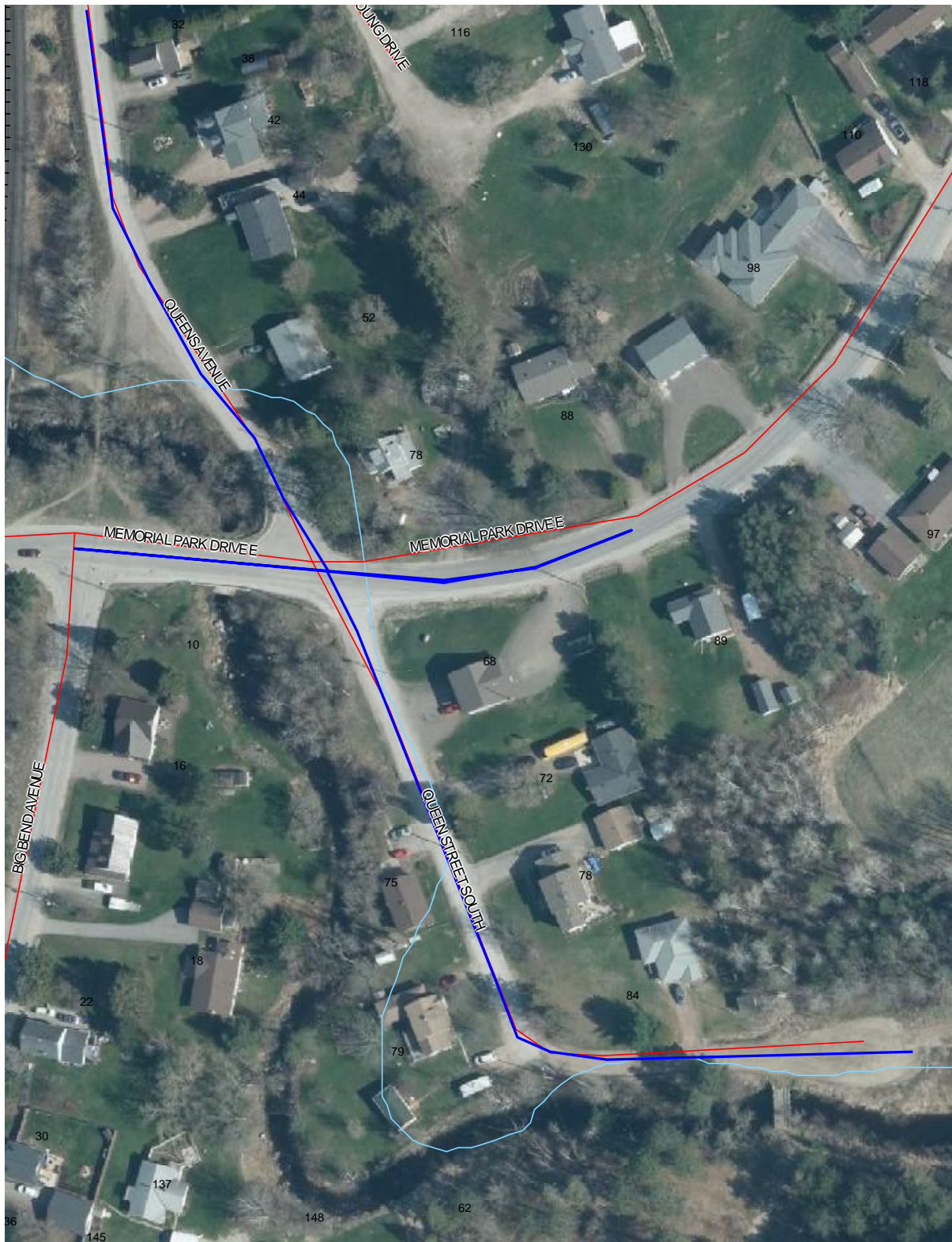
**LEGEND**

— Survey Area

Produced By: Public Works- Engineering Services  
Municipality Of Powassan  
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Scale: Not to Scale



**Proposed Detailed Survey Plan Location - 2 OF 2**

Project Number: 2022-07  
 Queens Avenue from Valley View Dr E  
 To South End  
 Town of Powassan

**LEGEND**

 Survey Area

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 Municipality Of Powassan  
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**Scale: Not to Scale**