

REQUEST FOR PROPOSAL

PART “A”

INFORMATION TO BIDDERS

PROPOSAL:

Lower Thames Valley Conservation Authority invites Proposals for a **“Reconstruction of an Elevated Boardwalk (Mill Stream Trail)”**. Proposals will be received at the following address:

Lower Thames Valley Conservation Authority,

100 Thames Street,

Chatham, ON N7L 2Y8

Attention: Mark Peacock, P.Eng, CAO/ Secretary Treasurer, Lower Thames Valley Conservation Authority

Questions should be submitted in writing to the contact listed at the bottom of page 7. Answers to all questions will be answered within 2-business days and will be shared with all bidders.

Deadline for questions: **March 8, 2020**

Bidders should note that any and all work intended to be subcontracted as part of the bid submittal must be accompanied by background materials and references for proposed subcontractors.

Any addenda will be posted to the Lower Thames Valley Conservation Authority’s website at: www.ltvca.ca.

SUBMISSION DETAILS:

The original Proposal and three copies, properly signed, shall be submitted at the address on page 7, no later than **3:00 p.m. on March 15, 2020**. Digital copies word.doc format may be emailed to the attention of **Mr. Mark Peacock, P. Eng, CAO Secretary Treasurer (mark.peacock@ltvca.ca)**; however, the original Proposal and 3 hard copies must follow by the aforementioned deadline. The time registered on the Lower Thames Valley Conservation Authority's Administration Office wall clock will be considered the official time when determining exact time of submission.

Proposals must be submitted in a sealed envelope and must clearly identify the name of the bidder, address of the bidder, and the statement:

"Proposal for the Reconstruction of an Elevated Boardwalk (Mill Stream Trail)."

Proposal must be submitted on the attached form of Proposal. Proposals must not be restricted by a statement added to the Proposal form, or by a covering letter, or by alterations to the Proposal forms supplied, unless otherwise provided herein.

The boardwalk will be built in a remote area so construction planning and site management will be important. A mandatory site visit will be held on **Monday, March 2, 2020 at 10 am at Longwoods Road CA** for bidder to inspect the site and construction conditions.

The Proposal form must be signed by a designated signing officer of the bidding bidder. If a joint bid is submitted, it must be signed and addressed on behalf of each of the bidders.

Modification of Bids:

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the Request for Proposals.

The Lower Thames Valley Conservation Authority reserves the right to waive irregularities and to reject any or all bids. The Lower Thames Valley Conservation Authority also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

There will be a public opening for this Request for Proposal at the Chatham office of the Lower Thames Valley Conservation Authority (address provided on page 1), immediately following the Request For Proposal Closing.

Lower Thames Valley Conservation Authority

REQUEST FOR PROPOSAL

Reconstruction of an Elevated Boardwalk (Mill Stream Trail)

NAME OF BIDDER, FIRM OR INDIVIDUAL (HEREIN KNOWN AS THE 'BIDDER')

UNIT NUMBER AND STREET ADDRESS

CITY

PROVINCE

POSTAL CODE

Website

Business Number

NAME OF PERSON SIGNING FOR BIDDER

POSITION

TELEPHONE NUMBER & EXT.

CELLULAR NUMBER

FACSIMILE NUMBER

EMAIL OF PERSON SIGNING FOR BIDDER

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA (If applicable)

This will acknowledge receipt of the following addendum and, that the pricing quoted includes the provision set out in such addendum

ADDENDA #	DATE RECEIVED
<u>#Enter addenda #</u>	<u>Enter a date</u>
<u>#Enter addenda #</u>	<u>Enter a date</u>
<u>#Enter addenda #</u>	<u>Enter a date</u>

BIDDER	SIGNATURE	DATE
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PURPOSE:

The Lower Thames Valley Conservation Authority requires a contractor to reconstruct an elevated boardwalk located along Mill Stream Trail at the Longwoods Road Conservation Area.

The work shall consist of:

1. Removal existing elevated boardwalk,
2. Disposal of existing boardwalk,
3. Construction of a new elevated boardwalk,
4. Restoration of the site.

BACKGROUND:

Longwoods Road Conservation Area is situated at 8348 Longwoods Road, Mount Brydges, Ontario. It is located approximately 25 kilometers southwest of the City of London. This 155 acre Conservation Area is an important rest stop for migratory bird species and is home to unique and rare Carolinian plants and animals. The conservation area features many trails that are used year-round by hikers and study groups.

Mill Stream Trail is an assessable trail that provides access to a Provincially Significant Wetland. It allows the student with mobility issues to join their fellow classmates in hands-on learning experience about wetlands. Based on much evidence, it can also be said that that trail provides health benefits to the public. Constructed over 35 years ago, the elevated boardwalk on this trail has deteriorated, and hence is in need of replacement.

VISIONING:

Late in 2016 and early in 2017, the Conservation Authority began asking some tough questions like “Is the current structure sustainable?” “Are the services provided relevant?” “Are there ways that the revenue streams can be diversified and expanded?” In short, “What should the future of the Longwoods Road Conservation Area look like?” A detailed visioning exercise was undertaken to consider these and other questions.

At the exercise’s conclusion, 14 recommendations were set forth. These recommendations included:

- Recommendation #9: Improve visitor experience

RESPONSE TO VISIONING:

Lower Thames Valley Conservation Authority aims to address the above recommendation with this project. It aims to provide/ maintain accessibility for the people with mobility issues to be able to get immersed in nature and to continue providing learning opportunities. Funding was secured for the reconstruction of the elevated boardwalk along Mill Stream Trail. The funding is provided by the Ontario Trillium Foundation.

PROPOSAL CONTENTS:

Proposal, together with letters of transmittal, should include the bidder's description of the work that would be performed or supplied and the following information:

- Description of the level of work to be performed/Description of items supplied
- The team of people who would execute the work, with descriptions of the experiences and skills of each and his/her role;
- Names, addresses and descriptions of key subcontractors which your firm would employ and a description of their relevant experience and past performance;
- Examples from past projects that reflect the deliverables and scope that are listed in the PART "C" Section 1;
- A schedule for the work, including the range of start dates to which your firm is prepared to commit and the anticipated completion dates. This schedule should work within the timeframes outlined by the Lower Thames Valley Conservation Authority. Any conflict in the two should be described. The schedule should include a list of all anticipated meetings with Lower Thames Valley Conservation Authority and their locations.
- Proof of liability insurance and WSIB clean abstract.
- Completed Bid Sheets and RFP title Bid Sheet.

PROPOSAL ACCEPTANCE:

The Lower Thames Valley Conservation Authority reserves the right to accept or reject any or all proposals, in whole or in part. The lowest or any proposal will not necessarily be the successful bidder.

QUESTIONS:

Any questions regarding this Proposal should be directed to:

Mark Peacock, P.Eng, CAO/ Secretary Treasurer

Lower Thames Valley Conservation Authority

100 Thames Street

Chatham, ON

Telephone: 519-354-7310 ext. 224

Email: mark.peacock@ltvca.ca

www.ltvca.ca

PART “B” STANDARD TERMS & CONDITIONS

1. SUBMISSION OF PROPOSAL

Proposals in response to this RFP shall contain the following Information:

- The legal name of the Prime Proponent, its legal address, telephone number, contact information and email address.
- A brief overview of the organization’s history, demonstrating their knowledge and ability to perform and support the goods, services or project from start to completion.
- Pricing to be denominated in Canadian Funds. List and detail each element of the equipment, options, materials and the service being offered.
- The Final Contract and Payment Schedule along with other Terms and Conditions, will be negotiated and mutually agreed upon by both parties
- The Price as submitted shall be valid and binding during the complete term of the agreement. Price should include all applicable costs and licenses, and fees

Proposal must be submitted in a sealed envelope and must clearly identify the name of bidder, address of bidder, and the statement:

“Proposal for the Reconstruction of an Elevated Boardwalk (Mill Stream Trail)” Proposals received after the closing time specified in the Proposal Call will not be considered and will be returned unopened.

2. CLARIFICATION OF PROPOSAL DOCUMENTS

Any clarification of the Proposal documents required by the Bidder prior to submission of its Proposal shall be requested through the contact listed on page 7 of this document. The Bidder and the Lower Thames Valley Conservation Authority hereby agree that in no case shall oral arrangements be considered. All clarification questions and answers will be provided in writing.

No officer or employee of the Lower Thames Valley Conservation Authority is authorized to alter orally any portion of these documents. During the period prior to submission of Proposals, alterations will be posted on the Lower Thames Valley Conservation Authority web site (www.ltvca.ca) as addenda. The Bidder shall list in its Proposal all addenda that were considered when its Proposal was prepared.

3. PROOF OF ABILITY

The Bidder may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified completion date.

4. DELIVERY

Time shall be material and of the essence of this contract. The bidder shall be responsible for arranging its work so that completion shall be as specified in the contract.

5. PRICING REQUIREMENT

Prices shall be in Canadian Funds, quoted separately for each item stipulated, F.O.B. (Freight on board) the point specified therein.

All prices tendered shall include applicable taxes, insurance and all other charges of every kind attributable to the work. Harmonized Sales Tax shall be shown as extra, unless otherwise specified.

The proposed prices shall not be subject to adjustment for any additional costs incurred by the bidder, except as may be provided elsewhere in this document.

6. TERMS OF PAYMENT

Payment of contract shall be in accordance with the terms of payment indicated in the contract.

The Lower Thames Valley Conservation Authority shall have the right to withhold from any sum otherwise payable to the bidder such amount as may be sufficient to remedy a defect or deficiency in the work, pending correction of same.

7. ASSIGNMENT

The bidder shall not assign the contract or any portion thereof without the prior written consent of the Lower Thames Valley Conservation Authority.

8. LAWS AND REGULATIONS

The bidder shall comply with relevant Federal, Provincial and Municipal statutes, regulations and By-laws pertaining to the work and its performance. The bidder shall be responsible for ensuring similar compliance by its subcontractors.

The contract shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

9. BID ACCEPTANCE

The Lower Thames Valley Conservation Authority reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the Proposal, and to award contracts to one or more bidders submitting identical Proposals as to price; to accept or reject any Proposal in whole or in part; to waive irregularities and omissions, if in so doing, the best interest of the Lower Thames Valley Conservation Authority will be served. No liability shall accrue to the Lower Thames Valley Conservation Authority for its decision in this regard.

Proposals shall be irrevocable for 30 days after the official closing time.

The placing in the mail or delivery to the address given in the Proposal of a notice of award to a bidder by the Lower Thames Valley Conservation Authority shall constitute notice of acceptance of contract.

10. PROPOSAL PROCEDURES

Proposals will be called, received, evaluated, accepted and process in accordance with Part 'C' Section 3.

11. DISCLOSURE

After the Proposal Opening, requests may be submitted to the Lower Thames Valley Conservation Authority for the results, and only the names of bidders and total bid prices will be given in the reply.

PART “C” TERMS OF REFERENCE

1. SCOPE OF WORK

All Proposals must account for the following scope of work for the elements of the project. If the bidder recommends additional scope, substitutions and/or value related alternatives, it should be clearly described in full with reasons for the alternative and a separate pricing for its inclusion. All work must comply with Lower Thames Valley Conservation Authority’s standards.

The deliverables for this project include:

1. Removal of the existing elevated boardwalk,
2. Disposal of the existing boardwalk material,
3. Construction of the new elevated boardwalk as specified in the project drawings:
 - a) Elevated Boardwalk, Drawing No. STD_938-20-01, U.S. Department of Agriculture and Forest Service: Standard Trail Plan, detail to be used for railing system,
 - b) Elevated Boardwalk, Drawing No. STD_938-20-02, U.S. Department of Agriculture and Forest Service: Standard Trail Plan, detail to be used for typical elevated section,
 - c) Elevated Boardwalk, Drawing No. STD_938-20-03, U.S. Department of Agriculture and Forest Service: Standard Trail Plan, full details to be used,
 - d) Elevated Boardwalk, Drawing No. STD_938-20-04, U.S. Department of Agriculture and Forest Service: Standard Trail Plan, full details to be used,
4. The maximum slope for the boardwalk will be 8%, with total length of approximately 483 feet. The height of the walkway above ground will exceed the maximum length of vertical support posts, including length needed to provide for railing,
5. At the end of the boardwalk, there will be a 14’ long (centre of post to centre of post), widened platform (double width of walkway),
6. Installation of a non-slip strip along the elevated boardwalk will be one per foot,
7. Restoration of the site,
8. All meetings with Lower Thames Valley Conservation Authority staff necessary for the management and construction of the works.

2. Proposal REQUIREMENTS

To be considered as a candidate for the reconstruction of the elevated boardwalk (Mill Stream Trail), bidders are requested to submit 3 copies of a Proposal, not to exceed 10 pages in text length: (excluding curriculum vitae, fee schedules and project summaries), that address the following:

- a) The ability of the bidder to undertake specific functions based on knowledge of similar projects;
- b) The qualifications and experience of assigned personnel, with an emphasis on time spent as an expert in development of multi-use facilities;
- c) A list of a minimum of three (3) references that can be contacted regarding similar projects conducted by the bidder;
- d) Any recent or ongoing work which could present a conflict of interest for a bidder to undertake said project and an indication of how such situation would be overcome.
- e) The successful bidder shall deliver a Certificate of Insurance and WSIB abstract,

3. PROPOSAL EVALUATION

Proposals will be evaluated on the bases of at least the criteria listed below:

- I. Quality of the proposal in addressing all components of the Terms of Reference (Part C);
- II. Qualifications, experience, knowledge and availability of the personnel assigned to the project
- III. Ability to avoid conflicts of interest;
- IV. Cost of proposed study

4. SELECTION

Following the evaluation of submitted Proposals for **“Reconstruction of an Elevated Boardwalk (Mill Stream Trail)”**, a ‘short list’ of candidate companies will be prepared and references will be checked. Lower Thames Valley Conservation Authority retains the right to disqualify any bidder from a particular project if it will result in an unavoidable conflict of interest. It is the LTVCA’s intention to award the contract to the bidder that can provide the services required, with a high level of service, at a competitive price.

5. CONTRACT

A contract between the successful bidder and the Lower Thames Valley Conservation Authority will be required. The Lower Thames Valley Conservation Authority will prepare the draft contract, and the Request for Proposals and Project Proposal shall form appendices.

6. GUARANTEE

Bidders shall describe in detail what is included in their proposed 'service contract'.

7. SCHEDULE

	DATE
RFP issued	<u>February 24, 2020</u>
Mandatory site visit	<u>March 2, 2020 at 10am</u>
Question and Answer Session Deadline	<u>March 8, 2020</u>
RFP DUE	<u>March 15, 2020, by 3 P.M</u>
RFP Awarded/Work Commences/Letter of Intent Sent	<u>March 22, 2020</u>
Project Completion	<u>September 30, 2020</u>

8. INSURANCE AND INDEMNITY

The successful proponent shall, at its own expense, obtain and maintain until the termination of contract, and provide the Lower Thames Valley Conservation Authority with the evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Two Million (\$2,000,000) dollars, and shall include Lower Thames Valley Conservation Authority as an additional insured with respect to their operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owner's and bidder's protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses;

Automobile liability insurance for an amount not less than Two Million (\$2,000,000) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.

The successful proponent shall indemnify and hold the Lower Thames Valley Conservation Authority, its officials, agents and employees harmless from and against any liability, loss, injuries, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the bidder, its agents, officers, employees or other person for whom the bidder is legally responsible.

9. SUBCONTRACTOR BID

List any subcontractor that the bidder intends to use on this project, their scope of work, and the amount that was included in the bid to cover their work.

10.OWNERSHIP

Any and all drawings, specifications, studies, electronic data, estimates, inventions, discoveries, improvements, concepts, enhancements, and ideas or any portion thereof that the Bidder may conceive, make, invent, or suggest, either solely or jointly with the and Lower Thames Valley Conservation Authority at any time during the provision of the Services, whether at the request or upon the suggestion of the or the Lower Thames Valley Conservation Authority, and whether or not patentable or copyrightable (and such drawings, enhancement, idea, program or portion thereof and any and all derivative works created or prepared from the foregoing being hereinafter referred to as "Work Product") shall fully, freely and immediately be communicated by the Bidder to the Lower Thames Valley Conservation Authority and shall belong to and be the Lower Thames Valley Conservation Authority's exclusive property. The Bidder shall not at any time, whether during or after the termination of expiration of this Agreement, apply for any letters of patent, design, copyright, trademark or other form of protection whatsoever in Canada or elsewhere for the Work Product.

The Bidder hereby irrevocably assigns to the Lower Thames Valley Conservation Authority any right, title, or interest the bidder now has or may hereafter acquire in, to, and under all Work Product, and to any patent, copyright, trademark, or other proprietary or intellectual property rights or interest in, to, and under such Work Product. The Lower Thames Valley Conservation Authority shall be the sole and exclusive owners of all patents, copyrights, trade secrets and other proprietary or intellectual property right or interest in connection with such Work Product.

PART "D" PRICING

The undersigned agrees for the "Reconstruction of an Elevated Boardwalk (Mill Stream Trail)" as specified within, and in accordance with Parts "A", "B", "C", "D", and "E" of this proposal document for the following price(s).

Description	Cost *unit cost		Number of Units		Total Cost
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
Total Cost: _____					

Note: It is the Authority's intention to award the contract to the bidder that can provide the services required, with a high level of service, at a competitive price. Single, multi-disciplinary firms or consortium arrangements are all acceptable.

PART "E" – FORM OF PROPOSAL

To: Lower Thames Conservation Authority

This Proposal submitted by:

Name of Bidder

Address of Bidder

Contact Name

Telephone

I/We, the undersigned, having carefully examined the site of the proposed work and all contract documents relating thereto, do hereby propose all and offer in accordance therewith to enter into a contract as and when required with the Lower Thames Conservation Authority, in strict accordance with the said contract documents and such further details as may be supplied.

By my/our signature hereunder, I/we hereby certify this as the Proposal to Provide "**Reconstruction of an Elevated Boardwalk (Mill Stream Trail)**" to Lower Thames Valley Conservation Authority in accordance with Parts "A", "B", "C", "D" and "E" of subject Proposal, executed by me/us and dated at _____(enter location) this _____(enter day) of _____ (enter month), 2020.

Witness

(Corporate Seal Not Available)

Signed

(Must be signing Officer of Bidder)

Print Name of Above Signing Office

Enter position

[illegible]

CURB DETAILS

BACKWALL NOT SHOWN FOR CLARITY

2 X 8 CAP RAIL
42 INCH TYP
2 X 6 RAIL
10 3/4 INCH (TYP)
2 INCH (TYP)
30° TYP
5/8 INCH BOLT, NUT & FENDER WASHER (2 PER SCUPPER BLOCK)
6 X 6 CONTINUOUS CURB
3 X 6 X 24 INCH SCUPPER BLOCK
2 X 4 CURB RETAINER
1 INCH LAG BOLTS
1 INCH SILL
24 INCH CONTINUOUS CURB
4 INCH (TYP) CURB
1 INCH STRINGER
1 1/4 INCH DECK
2 INCH BRACKET
SCUPPER BLOCK
DECK
STRINGER
CURB RETAINER
BRACKET
SILL
BACKWALL

5. ALTERNATIVE FOR 7/8 BOLTS FOR HEADER BEAM IS BRACKET WITH AN ALLOWABLE LOAD OF 1100 LBS EACH SIDE.

1. DESIGN LOAD: 100 PSF PEDESTRIAN LOAD.

2. ALL MATERIAL TYPE SHALL BE DOUGLAS FIR OR SOUTHERN PINE NO. 2 OR BETTER AS SPECIFIED IN THE ABOVE TABLE.

3. ALL FASTENERS SHALL BE GALVANIZED.

4. FASTENERS:
60D 6 INCH RING SHANK NAILS OR DECK SCREWS 2 PER DECK STRINGER CONNECTION.

RAILING:
NO. 10 X 4 INCH LONG WOOD SCREWS 2 PER RAIL POST CONNECTION.

STRINGERS & BACKWALLS:
40D 5 INCH LONG RING SHANK NAILS.

TYPE	MATERIAL	GRADATION	COMMENTS
FT1	CONCRETE		
FT2	AGGREGATE		
FT3			

Diagram illustrating the CURB SPLICING DETAIL. The curb is composed of 6 X 6 sections. Key dimensions and components are labeled:

- 6 X 6 (Top section)
- CONTINUOUS CURB
- 5/8 INCH BOLT, NUT & FENDER WASHER (2 PER SCUPPER BLOCK)
- 24 INCH (TYP) (Overall width)
- 4 INCH (TYP) (Splice offset)
- 3 X 6 X 24 INCH SCUPPER BLOCK
- Ø 1 1/4" (TYP) (Hole diameter)
- CURB SPLICING DETAIL

5. ALTERNATOR BRACKET SIDE.

SIDE.

PRESERVATIVE TREATMENT — (REFER TO AMPA USE CATEGORY SYSTEM)			
PRESERVATIVE TYPE	TREATMENT TYPE	USE CATEGORY	COMMENTS
P1	WB	UC4A	
P2	WB	UC3B	
P3			

TREATMENT TYPE
WB = WATERBORNE
OT = OIL-BORNE

USE CATEGORY	SHEET
UC3B = ABOVE GROUND -	EXPOSED
UC4A = GROUND CONTACT -	GENERAL USE
UC4B = GROUND CONTACT -	HEAVY DUTY

PROJECT NAME & LOCATION

DRAWING NAME

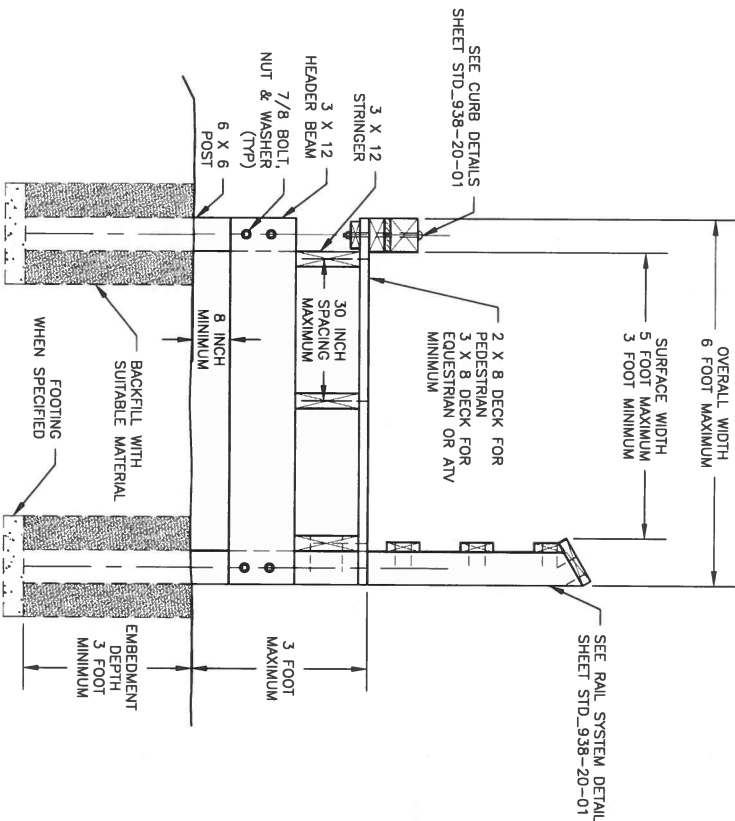
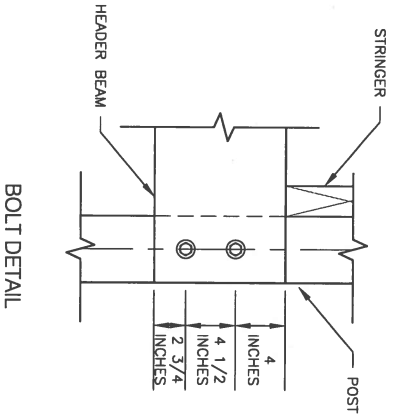
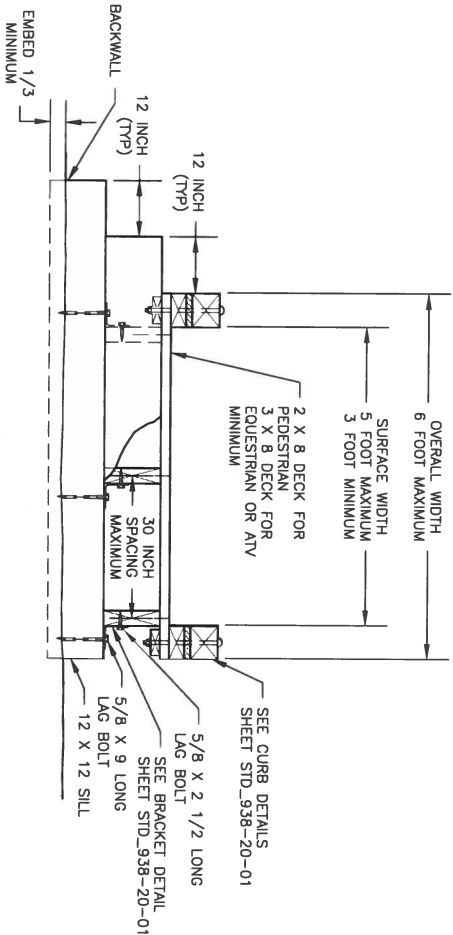
ELEVATED BOARDWALK

938 - BOARDWALKS

NO SCALE

REVISION DATE
XX/XX/XX

DRAWING NO.
STD 938-20-01



BOLT DETAIL

SEE STD_928-20-01

CURB

3 X 12 - 2 SPAN
CONTINUOUS
MINIMUM

5 FOOT MAXIMUM (TYP)

ABUTMENT PROFILE VIEW

2 X 12
BLOCKING

SEE TYPICAL SECTIONS
STD_938-20-02

DECKING

TYPICAL STRINGER DETAIL

SEE TYPICAL
SECTIONS
STD_938-20-02
OR STD_938-20-03

STRINGER LAP JOINT DETAIL

LONGITUDINAL BRACING
REQUIRED EVERY OTHER
SPAN WHEN GREATER THAN
4 FEET AND LESS THAN
5 FEET OR EVERY SPAN
5 FEET AND LESS THAN
7 FEET.

STRINGER BLOCKING DETAIL

BLOCKING, DECKING AND RAIL SYSTEM NOT SHOWN FOR CLARITY

PIER PROFILE VIEW

HURRICANE
TIE

HURRICANE
TIE

3 X 12 X 12 LONG
BLOCKING (TYP)

TYPICAL STRINGER DETAIL

STRINGER LAP JOINT DETAIL

STRINGER BLOCKING DETAIL

ABUTMENT PLAN VIEW CROSS BRACING NOT SHOWN FOR CLARITY

PIER PLAN VIEW BLOCKING, CROSS BRACING, DECKING AND RAIL SYSTEM NOT SHOWN FOR CLARITY



U.S. DEPARTMENT OF AGRICULTURE

PROJECT NAME & LOCATION

DRAWING NAME

ELEVATED BOARDWALK

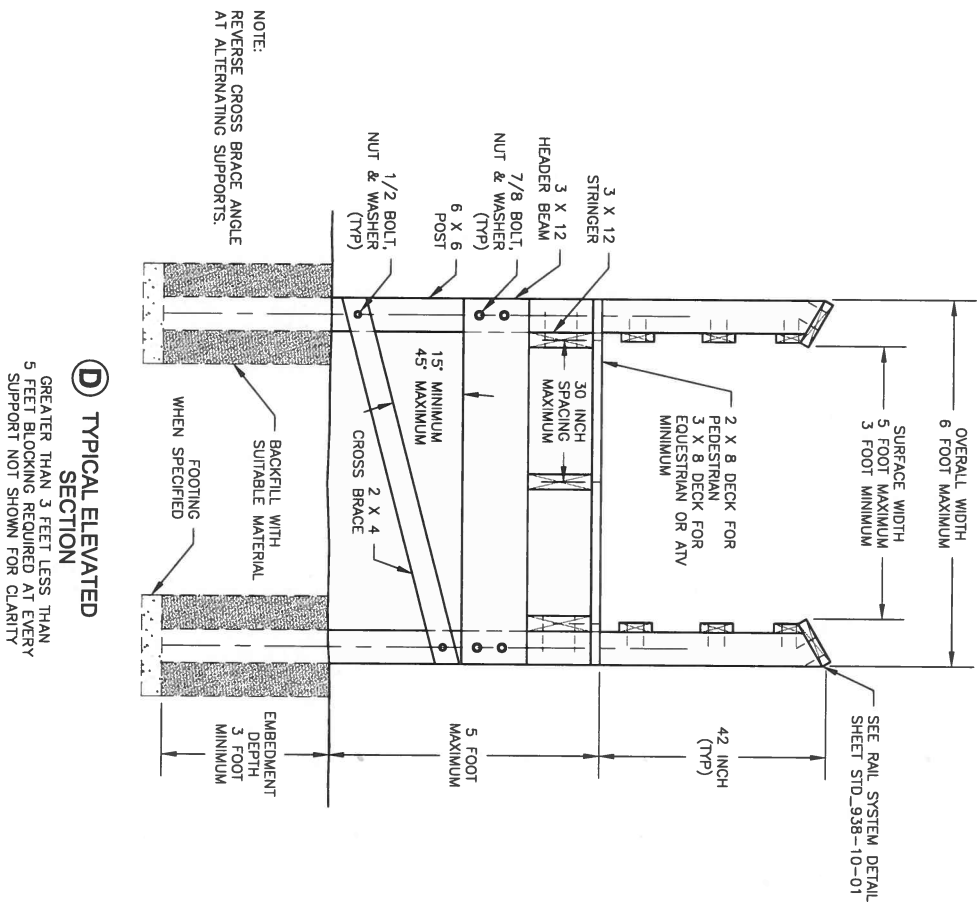
938 - BOARDWALKS

TYPICAL ID

REVISION DATE
XX/XX/XX

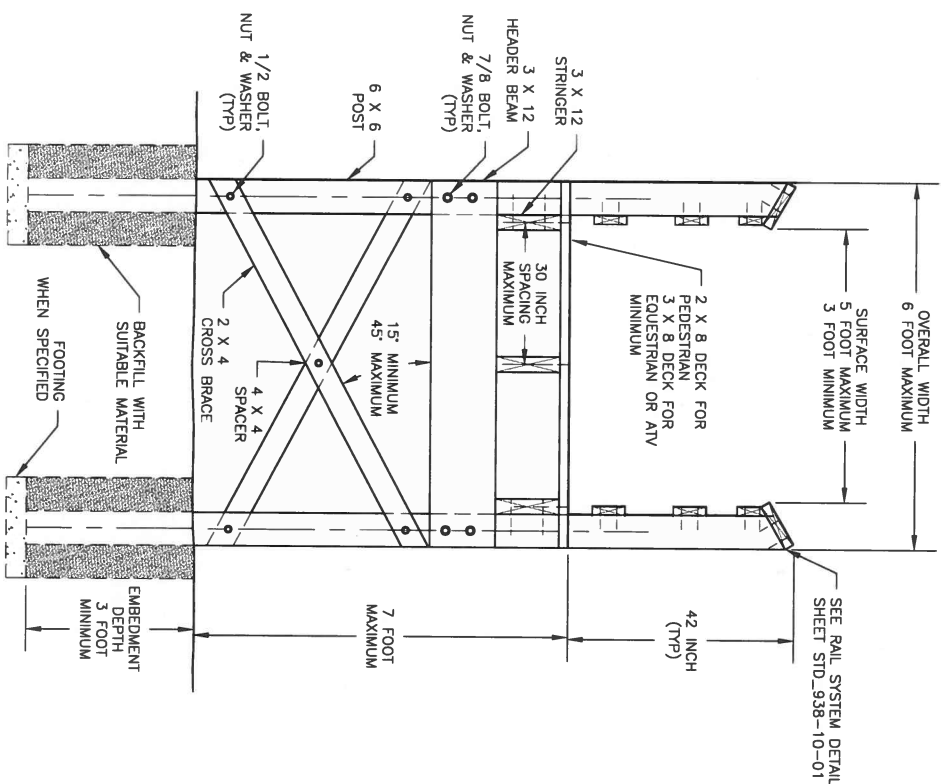
DRAWING NO.
STD 938-20-03

SHEET



D TYPICAL ELEVATED SECTION

GREATER THAN 3 FEET LESS THAN
5 FEET BLOCKING REQUIRED AT EVERY
SUPPORT NOT SHOWN FOR CLARITY



(E) TYPICAL ELEVATED SECTION

GREATER THAN 5 FEET LESS THAN
7 FEET BLOCKING REQUIRED AT EVERY
SUPPORT NOT SHOWN FOR CLARITY