



DRYDEN

REQUEST FOR PROPOSAL

R-2025-04

Engineering Services - South Van Horne Housing Enabling Project

The City is seeking submissions from qualified Proponents for **Engineering Services - South Van Horne Housing Enabling Project** in Dryden.

Closing Time:

Wednesday, April 16, 2025
2:00 p.m., Local Time, Dryden, ON

Closing Location:

The proposals are to be submitted via email to:

Ms. Allyson Euler, City Clerk

aeuler@dryden.ca

Subject line: R-2025-04 Submission

Further requests for information:

Madhav Raithatha

Project and Asset Manager

Email: mraithatha@dryden.ca

Phone: +1(807) 220-1179

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Part 1 of this RFP describes the RFP process and sets out general requirements and expectations.

Part 2 of this RFP sets out the Business Requirements and contains more detailed requirements regarding the services and products sought by the City under this RFP.

Part 3 of this RFP sets out Proposal format and content requirements, which all Proponents are expected to adhere to in preparing their Proposal

PART 1

RFP PROCESS & GENERAL REQUIREMENTS

1.0 DEFINITIONS

“Business Requirements” means the detailed specifications, requirements and Services set out in Part 2 of this RFP.

“City”, “Owner” means the Corporation of the City of Dryden.

“Contract” means a written contract for the Services that may entered into by the City and a Proponent.

“Proponent” means a person who submits a Proposal to the City in response to this Request for Proposal.

“Proposal” means a proposal submitted to the City in response to this RFP.

“Provide” “Supply” shall mean provide and pay for, and supply and pay for.

“Request for Proposal” “RFP” means this Request for Proposal, including all Schedules to this Request for Proposal, and any changes the City may from time to time make to this Request for Proposal.

“Services” means the provision by the successful Proponent of all services, duties, and expectations as described in this RFP, including in the Business Requirements.

2.0 **INTRODUCTION**

The City is seeking proposals from engineering consulting companies with relevant knowledge and experience for engineering services pertaining to the South Van Horne Housing Enabling Project. This would include the detailed design, contract preparation, tendering assistance, contract administration and inspection for reconstruction of roadways, and new installation of underground utilities for servicing the properties, including links to existing Van Horne Avenue as shown on attached Appendix D – Location of Proposed Works.

The City anticipates using a phased approach to complete the tendering and construction of the works. The phased approach will require two (2) tenders. One for Underground Works and the other for Road Reconstruction.

3.0 **NO CITY OBLIGATIONS TO PROPONENTS**

This RFP is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City. The City shall have no obligations whatsoever to any Proponent until and unless the City and a Proponent enter into a formal, written contract for the Proponent to provide the Services.

4.0 **CITY DISCRETION**

Without in any way limiting the City's rights, prospective proponents should be aware that the City may, at its own discretion:

- a) cancel this RFP at any time
- b) select a Proposal that deviates from the requirements of this RFP
- c) select a Proposal that is not the lowest cost Proposal
- d) select a Proposal with a view to engaging the Proponent to provide only some of the Services
- e) modify this RFP at any time
- f) reject a Proposal for any reason, including where in the City's estimation, the personnel and/or resources of the Proponent are deemed insufficient or if the City determines that a Proposal is incomplete or does not comply with a requirement under this RFP
- g) not select any Proposals
- h) shortlist one or more Proponents to formally present their Proposal to the City's Evaluation Committee
- i) negotiate with one or more Proponents, including with respect to the form of Contract

5.0 **PROPOSAL INSTRUCTIONS**

Proposals should be submitted electronically in one (1) Adobe (PDF) file with "**R-2025-04 Submission**" in the Subject to the City Clerk Ms. Allyson Euler at aeuler@dryden.ca

The City will receive Proposals no later than Wednesday April 16, 2025 at 2:00 p.m. CST.

It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the closing time. The City does not accept facsimile or other unsealed Proposals.

Proponents interested in bidding or submitting proposals for this project are required to register with the City by contacting Madhav Raithatha. Please ensure that you complete the registration process to receive any updates or additional information such as addendums related to the project.

Requests for clarification or further information should be made in writing only to Madhav Raithatha, Project and Asset Manager at mraithatha@dryden.ca. The City may respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to

those relevant written enquiries received at least four (4) days prior to the closing time. Additionally, Addendums can also be retrieved from City's website.

6.0 CONTRACT REQUIREMENTS

This is a Request for Proposal, and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relations as part of this RFP process and no contractual obligations whatsoever will arise between the City and any Proponent who submits a Proposal in response to this RFP until and unless the City and a Proponent enter into a formal, written contract for the Proponent to undertake this project.

The City anticipates that any contract arising from this RFP will be based on the City's Consulting Services Agreement and Statement of Work provided by the consultant.

7.0 GENERAL CONDITIONS

7.1 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents submitted to the City in response to this RFP or as part of any subsequent negotiation will become the property of the City and will not be returned.

7.2 PROPOSAL CONFIDENTIALITY & FREEDOM OF INFORMATION

Proponents should be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FIPPA) ("Act"). A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

7.3 CONFIDENTIALITY OF CITY INFORMATION

All information provided by the City to a Proponent in connection with this RFP is provided on a confidential basis, and Proponents will not disclose any such information to any person (other than the Proponent's legal advisers or consultants) without the City's prior written consent, nor may any Proponent publicize or advertise its involvement with this RFP process without the prior written consent of the City.

7.4 PROPONENT EXPENSES

For clarity, Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.

7.5 CONTACTING CITY REPRESENTATIVES

Proponents shall not contact City elected officials, officers or employees directly or indirectly regarding this RFP, except as indicated in this RFP.

7.6 CONFLICT OF INTEREST

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees. The City may reject a Proposal if the City considers that selection of the Proponent to enter into a Contract would give rise to a conflict of interest. The Contract may include a clause providing that a failure to disclose, or false or insufficient disclosure of the nature and extent of any relationship the Proponent may have with the City or any of its elected or appointed officials or employees shall be grounds for immediate termination of the Contract, in the City’s sole discretion, without compensation from the City.

7.7 INSURANCE

The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in Ontario in forms acceptable to the City:

- a) Commercial General Liability Insurance protecting the City, for an amount of five million dollars (\$5,000,000) naming the City as additional insured.
- b) Professional Liability Insurance of one million dollars (\$1,000,000).

7.8 GOVERNING LAW / JURISDICTION

This RFP shall be governed by and construed in accordance with the laws of the Province of Ontario which shall be deemed to be the proper law hereof and in so doing the Courts of Ontario shall have exclusive jurisdiction to determine all disputes and claims arising out of or in any way connected to this RFP.

8.0 EVALUATION CRITERIA AND PROCESS

The City intends to evaluate Proposals in order to identify a Proposal that, in the City’s opinion offers the best value to the City. Proposals will be evaluated based on the following criteria and weighting:

Evaluation Criteria	Weighting
Project Understanding & Methodology	25%
Project Team & Relevant Experience	30%
Proposed Fee Structure	10%
Business Requirements (Details in Part-2)	25%
Quality of Proposal (Clarity, Detail)	10%
References	Pass/Fail
Total	100%

In evaluating a Proposal, the City may contact references and may choose not to select a Proponent where the references are not satisfactory to the City in its sole discretion. The City reserves the right to seek a reference from sources other than those provided by the Proponent.

In evaluating a Proposal, the City may request financial information regarding a Proponent and may choose not to select a Proponent where the City is not satisfied, in its sole discretion, that the Proponent is in a financial position to perform the Services.

There shall be no obligation on the part of the City to receive further information, whether written or oral, from any Proponent or to disclose the nature of any Proposal received.

The City may invite one or more Proponents for an interview or to provide clarifications of their Proposal(s) and the City may consider the results of such Proponent interview(s) or clarifications in evaluating Proposals.

In evaluating a Proposal, the City will consider the qualifications and experience of the Proponent and past performance of the Proponent in providing similar services.

9.0 NEGOTIATIONS

The award of a contract may be subject to negotiations with the lead Proponent that is deemed to provide the best value to the City. Such negotiations include, but are not limited to, the following:

- a) Changes to the requirements or Scope of Work proposed by the Proponent
- b) Price; and
- c) Specific contract details as deemed reasonable for negotiations by the City

If a written contract cannot be negotiated within 14 days of notification with the lead Proponent, the City may, at its discretion at any time, thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.

R-2025-04

PART 2 BUSINESS REQUIREMENTS

1.0 CORPORATION OF THE CITY OF DRYDEN OVERVIEW

The City of Dryden is a community in motion. A diverse environment alive with activity, commerce and recreation. We are surrounded by nature; connected to the outdoors—lakes, parks, trails. Our people work hard for each other. We are proud. We care. We hope. Leading the way to a bright future. All paths lead to Dryden—a hub for business, sport, government; the focal point for travelers, visitors, guests. Raise a family, grow a business, build a life. Take one step; take many—blaze your trail in Dryden.

The City of Dryden is located on the North shoreline of the Wabigoon Chain of Lakes along the Trans-Canada Highway. Conveniently located midway between Winnipeg, Manitoba and Thunder Bay, Ontario, Dryden is surrounded by abundant wilderness, tranquil lakes and breathtaking landscapes.

2.0 BACKGROUND

The City wishes to expand its under and above ground infrastructure work at the South end of Van Horne Avenue. This proposal covers the design and installation of sanitary and storm sewers, a sewage lift station, watermains and road reconstruction as shown on attached Appendix E – Location of Proposed Works.

The work involves topographic survey, design, contract preparation and tendering, contract administration and inspection for the installation of under and above ground infrastructure in the areas shown on attached Appendix E. The Consultant shall design all works to a good engineering standard and compliance with the provisions of all City Standards and Bylaws. In the case where City of Dryden Standards are not available, Ontario Provincial Standards and City of Thunder Bay Standards should be used as a reference.

The Consultant is responsible for contacting all utility companies to identify and resolve all conflicts and obtain permits where necessary. This involves identifying all potential conflicts, obtaining estimates, authorization and scheduling the relocations of the utilities. The Consultant shall identify lead-time required to enable utility relocations to be completed in advance or in conjunction with the construction work. The Consultant shall also apply for all required approvals and permits during the design process from the appropriate Federal or Provincial Governments, Ministries, Boards or Agencies.

3.0 BUSINESS REQUIREMENTS

In general, the successful proponent will:

- a) complete topographic survey, geotechnical studies and other related studies sufficient for detailed design
- b) perform and manage any geotechnical investigations that may be required
- c) investigate existing underground utilities and contact all utility companies and other agencies to identify and resolve all conflicts and obtain permits where necessary
- d) prepare contract drawings
- e) prepare a Class “A” cost estimate
- f) prepare schedule of quantities and specifications for tender-contract documents for two (2) tenders
- g) provide contract administration and field inspection
- h) provide as-built drawings in Adobe (PDF) and AutoCAD format

4.0 SUMMARY OF WORK

The Consultant is responsible for the overall liaison and management of the Project to ensure the proper execution of the project and for other duties as required under the Business Requirements and Summary of Work. The Consultant shall exercise the standards of care, skill, and diligence provided by a professional engineer specializing in the performance of services similar to those contemplated by the project. If the Consultant engages the services of a specialist or sub-consultant, the Consultant shall be responsible for the work of their specialist and of persons directly or indirectly employed by the Consultant.

4.1 Pre-Construction (Design) Services:

- a) Complete topographic survey extending to an appropriate distance on both sides of recommended infrastructure and road alignment
- b) Complete Site Investigation and alignment selection
- c) Review of condition and alignment of existing utilities
- d) Review and confirm location and geometrics of existing utilities, roads, and structures nearby
- e) Detailed geotechnical considerations (soil testing, corrosion protection and infiltration rate testing and ground water studies)
- f) Undertake site visits to determine site constraints such as steep slopes, access to driveways, soil anchors, overhead wires and utility poles etc. that may impact construction
- g) Contact all utility (Electrical, Telecommunication, Gas, Fibre Optic and other relevant) companies to identify and resolve all conflicts and obtain permits where necessary. This involves identifying all potential conflicts, obtaining estimates, authorization and scheduling the relocations of the utilities. The Consultant shall identify lead-time required to enable utility relocations to be completed in advance or in conjunction with the construction work
- h) Work with City Representative to protect existing trees during construction.
- i) Prepare engineering design drawings outlining the sequence of work and the description of the work
- j) Prepare 33%, 66% and 99% detailed design drawings which shall include the following:
 - i) Design of all components of the infrastructure and services complete near property line
 - ii) Design of all components of the road realignment complete with a signage and pavement marking plan
 - iii) Cross-sections and typical details as required
 - iv) Status of all outside agency approval requirements, with their incorporation into the design as required
- k) Organize and lead the in-person Kick-Off meeting, as well as the 33%, 66%, and 99% design review meetings.
- l) Incorporate City's design review comments into the final design
- m) Provide 100% design drawings which include a final design memo together with supporting drawings and specifications in the form of a letter to the City
- n) Provide a Class A cost estimate in the form of the final contract schedule of quantities.

4.2 Tender Services – Two (2) tenders- One (1) for Aboveground and One (1) for Underground

- a) Prepare drawings for tendering and construction purposes.
- b) Complete design drawings (issued for tender – signed and sealed)
- c) Prepare Contract Documents including technical specifications (signed and sealed), measurement and payment information, special provisions sections, and the contract tender form
- d) Aid in responding to questions during the tender, revise drawings and revise specifications, if required, during the tendering processes. Prepare and submit any addenda to the city for distribution.
- e) Review the submitted Tenders, provide the City with a written assessment of tenders received, and make recommendation for award based on this review.

- f) Prepare construction work plan and contract schedule reflecting third party utility relocations and approvals, if required

4.3 Construction Services (Initiation):

- a) Review and reinforce contractor’s traffic management plans.
- b) Conduct Pre-Construction meeting, take and distribute minutes

4.4 Construction Services (Inspection and Administration):

- a) Provide contract administration including, but not limited to, providing daily reports, preparation of progress claims
- b) Attend weekly meeting with the Contractor and act as a liaison between the City and the Contractor.
- c) Provide field inspection as required during the Construction to ensure conformance to design and quality control
- d) Schedule and chair meetings with the contractor and city at regular intervals. Distribute the minutes to all parties involved.
- e) Notify Contractor of delay issues
- f) Review Contractor’s plan to get back on schedule
- g) Negotiate time extensions due to change orders or other delays
- h) Issue Site Instruction and Field Directives as required
- i) Assist the City in change order negotiations, perform quantity and cost analysis as required, draft responses and track claim status
- j) Review, comment, and facilitate responses to requests for information
- k) Provide contract administration and preparation of progress claims for the Contract, as per the Contract General Conditions and the City’s Supplementary General Conditions.
- l) Obtain all required approvals, testing, and documentation for all works.
- m) Work with the City’s representative, to review all contract terms that are of a technical nature.
- n) Complete the Certificate of Completion and Notice of Certification of Completion in accordance with the *Construction Lien Act*.

4.5 Post-Construction Services

- a) Prepare As-Constructed drawings in AutoCAD format, in accordance with the City’s GIS standards. Provide the City with one (1) digital copy(pdf) and one (1) hard copy of As-Constructed drawings, as well as the field ‘red line’ drawings.

The Consultant will be responsible for any Letters of Assurance associated with their design and associated work.

5.0 SCHEDULE

The anticipated timeline for the RFP is currently as follows; however, the City reserves the right to modify the actual timing and sequence of events:

Activity	Anticipated Timing
RFP Closes	April 16, 2025
Proponent Question End date	April 9, 2025
Proponent Answers End date	April 14, 2025
Proponent Selected (Contract Signing / Start of service delivery)	April 30, 2025
Work to start	May 5, 2025
Preliminary Design Completion (66%)	October 3, 2025
Detailed Design Completion (99%)	December 5, 2025
Tender Ready Drawings and Specifications	January 6, 2026
Construction Start (Underground in 2026 and Above ground in 2027)	April 6, 2026

The City expects the Consultant to commence work within **five (5) days** of receiving the Notice to Proceed and to adhere to the timelines outlined in the schedule above.

6.0 **MATERIALS AVAILABLE TO SUCCESSFUL PROPONENT**

The City can provide previously completed preliminary design drawings for the proposed project, along with digital files showing the legal boundaries, paved surfaces, and topographic information. Below is an excerpt from the available preliminary design.

Item	Estimated Quantity	Notes
Watermain (300mm)	766 m	Van Horne Ave
Watermain (150mm)	458 m	Claybanks Rd
Sanitary Sewer (200mm)	316 m	Gravity Sewer
Sanitary Sewer (200mm)	178 m	Gravity Sewer on Claybanks Rd
Sanitary force main (150mm)	822 m	From Lift Station to Wabigoon Dr
Sewage Lift Station	1	Complete design, including controls required
Storm Sewers	N/A	Full design based on topographic and drainage study
Manholes and Catch Basins	N/A	Locations per drainage and utility layouts
Road Reconstruction	1200 m	Approx. 1200 m total - Van Horne + Claybanks

7.0 **DELIVERABLES**

The consultant will provide:

- a) Any plans or studies including topographical, geotechnical, and ground water studies required for the construction of the designed project.
- b) Detailed drawings
- c) Quantities and construction cost estimate
- d) Schedule of quantities and specifications for tender-contract documents
- e) Review of submitted tenders and recommendation for tender award
- f) Inspection of works
- g) Contract Administration
- h) Record drawings

R-2025-04

PART 3

PROPOSAL FORMAT AND CONTENT REQUIREMENTS

1.0 PROPOSAL COVER PAGE

The proposals are to include the following Cover Page, completed by the Proponent:

R-2025-04

Engineering Services - South Van Horne Housing Enabling Project

Closing Time:

Wednesday, April 16, 2025
2:00 PM, Local Time, Dryden, ON

Closing Location:

The proposals are to be submitted via email to:

Ms. Allyson Euler, City Clerk
Email: aeuler@dryden.ca
Subject line: R-2025-04

PROPONENT NAME		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood, and accepted the requirements outlined in the Request for Proposal, we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

2.0 REQUEST FOR PROPOSAL DOCUMENTS

The RFP Documents include the following documents attached to this Form of Proposal

<u>Appendix Title</u>	<u>Appendix Number</u>
RFP Submission Requirements	Appendix A
References	Appendix B
Absence of Conflict-of-Interest	Appendix C
Location of Proposed Works	Appendix D
Sample Statement of Work	Appendix E

3.0 PROPOSAL FORMAT

All Proposals should include the following information in the same sequence of topics and numbered accordingly.

Sequence of topics:

- 1) Proponent Information - signed
- 2) Appendix A – RFP Submission Requirements – provide all requested information
- 3) Appendix B – References
- 4) Appendix C – Absence of Conflict-of-Interest
- 5) Appendix E – Sample Statement of Work

Please provide a Table of Contents.

Proposals should be concise and directed at the requirements of this RFP. Proposals should be provided in one (1) PDF document, with a font color of black and not less than 11 point.

R-2025-04

APPENDIX A

PROPOSAL SUBMISSION REQUIREMENTS

Proposal Submission Requirements

- Proponents should provide the information required under each heading clearly and concisely.
- Note any page number restrictions for each question, where applicable.
- Any attachments required to supplement your response should be clearly cross-referenced and included in your proposal package.
- Do not respond to any questions in this RFP by referencing another question or information that has been submitted to the City outside of this RFP.

1.0	Company Profile
1.1	Please provide name, address, telephone, and web site of your firm;
1.2	A brief overview of your firm, including size, years in service, and other relevant information.

2.0	Capability and Experience
2.1	Provide a one (1) page biography for each of your key employees who will be working on the project. Provide a list of key subconsultants or companies you will be using for this project.
2.2	Provide the name and outline the relevant experience of the Proposed Project Manager.
2.3	Provide the name and outline the relevant experience of the Inspector.
2.4	Provide at least three (3) examples of projects that you have undertaken in the past five (5) years that are similar in scope or scale to this project (maximum two (2) pages per example). For each example provide the following: <ul style="list-style-type: none"> • Names of references from the project (the City may contact the references to assess the performance of your firm) • Outline your organization's role in the project • The approach to design/prepare documents, and provide inspection and contract administration services on the project
2.5	Describe your biggest challenge encountered in one of the projects listed in question 2.4 above and how you resolved it

3.0	Business Processes
3.1	Provide an overview based upon the requirements outlined in Part – 2, Business Requirements and how you will deliver the project. (Maximum of five (5) pages) <ul style="list-style-type: none"> • Ensure you are very clear on how you propose to meet each of the requirements. • Ensure you are very clear about the risks you perceive, and how you propose to manage risk
3.2	Explain the processes you will use to collaborate with the City of Dryden for this project.
3.3	Provide a schedule of effort (spreadsheet format) for this project. Note that the spreadsheet is meant only for the Proponent to demonstrate the Proponent's anticipated resource allocation for the proposed Scope of Services.

3.4	Include a draft Statement of Work (SOW) with your submission. A Statement of Work (SOW) is a narrative description of the required work. It stipulates the deliverables or services required to fulfil the contract, and it defines the task to be accomplished or services to be delivered in clear, concise, and meaningful terms. The final SOW will be developed by the City and the successful Proponent and will be included in the Agreement. A sample Statement of Work is included in this RFP as Appendix E.
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4.0	Schedule
4.1	Provide an overview of your proposed timelines, indicate all major milestones and a list of resources you will require from the City and when.

5.0	Pricing
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5.1	<p>Pre and Post Construction Services</p> <p>The Proposal should include a summary of pricing and rates, and a schedule of effort and pricing (spreadsheet format) based on hourly rates and separated into the following components:</p> <ul style="list-style-type: none"> a) Project Management b) Surveys and Studies (Topographical, Geotechnical, and other relevant) c) Design and Construction cost estimate d) Preparation of contract specifications and documents e) Tender Phase – review and recommendations of tender submissions f) Record Drawings <p>Note that the spreadsheet is meant only for the Proponent to demonstrate the Proponent’s anticipated resource allocation for the proposed Scope of Services.</p> <p>The pre and post construction services are a maximum upset fee for a fixed scope of work. The fee and scope of work will be finalized during contract negotiations with the selected proponent. The Consultant shall not exceed the maximum amount as agreed with the City without prior written authorization. Scope changes requiring fees beyond the agreed amount must be authorized by the City before work begins on the additional work. Scope changes will be authorized with a formal Contract Amendment signed by City and the Consultant.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Pre and Post Construction Services</th> </tr> <tr> <th style="width: 10%;">Item</th> <th style="width: 60%;">Description</th> <th style="width: 30%;">Fee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">a</td> <td>Project Management including all in person meetings</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">b</td> <td>Design and Construction cost estimate</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">c</td> <td>Preparation of contract specifications and documents</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">d</td> <td>Tender Phase including review and recommendations of tender submissions</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">e</td> <td>Record Drawings</td> <td style="text-align: center;">\$</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td style="text-align: center;">\$</td> </tr> </tbody> </table>	Pre and Post Construction Services			Item	Description	Fee	a	Project Management including all in person meetings	\$	b	Design and Construction cost estimate	\$	c	Preparation of contract specifications and documents	\$	d	Tender Phase including review and recommendations of tender submissions	\$	e	Record Drawings	\$		Total	\$
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	Total	\$																							

<p>5.2</p>	<p>Construction Services The Proposal should include fees/rates for construction phase services, separated into the following components:</p> <ul style="list-style-type: none"> a) Part-time inspection of works – per week of construction b) Full-time inspection of works – per week of construction c) Contract administration – per week of construction <table border="1" data-bbox="358 428 1336 720" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3" style="text-align: center;">Construction Services</th> </tr> <tr> <th style="text-align: center;">Item</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">Fee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">a</td> <td>Part-time Inspection</td> <td style="text-align: right;">\$ /week</td> </tr> <tr> <td style="text-align: center;">b</td> <td>Full-time Inspection</td> <td style="text-align: right;">\$ /week</td> </tr> <tr> <td style="text-align: center;">c</td> <td>Contract Administration</td> <td style="text-align: right;">\$ /week</td> </tr> </tbody> </table> <p>The City and selected consultant will finalize the fees/rates for the construction period after the City awards the tender for construction.</p>	Construction Services			Item	Description	Fee	a	Part-time Inspection	\$ /week	b	Full-time Inspection	\$ /week	c	Contract Administration	\$ /week
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b	Full-time Inspection	\$ /week														
c	Contract Administration	\$ /week														
<p>5.3</p>	<p>Disbursements: The Proposal should include an estimate of project related disbursements. The disbursements which will be reimbursed at cost will include the following:</p> <ul style="list-style-type: none"> a) Reproduction of client requested drawings and reports b) Delivery of drawings, reports including courier, postage etc. c) All necessary documents required to obtain all permits and approvals from the authorities having jurisdiction. <p>All other expenses must be included in the fee proposal.</p>															
<p>5.4</p>	<p>Provide an hourly rate for key personnel.</p>															
<p>5.5</p>	<p>Provide any additional costs associated with this project.</p>															

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APPENDIX B REFERENCES

REFERENCES

Please provide three (3) references for companies for whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of Dryden may be used as a reference if work of a similar nature has been provided for the City.

Reference 1	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 2	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 3	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

1.1 The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent. The City may not enter into any contract with any Proponent whose references, in the City’s sole opinion, are found to be unsatisfactory. The City reserves the right to seek a reference from sources other than those provided by the Proponent.

1.2 Description of services provided can be expanded but limited to one (1) page per Reference.

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APPENDIX C

ABSENCE OF CONFLICT-OF-INTEREST

Absence of Conflict of Interest

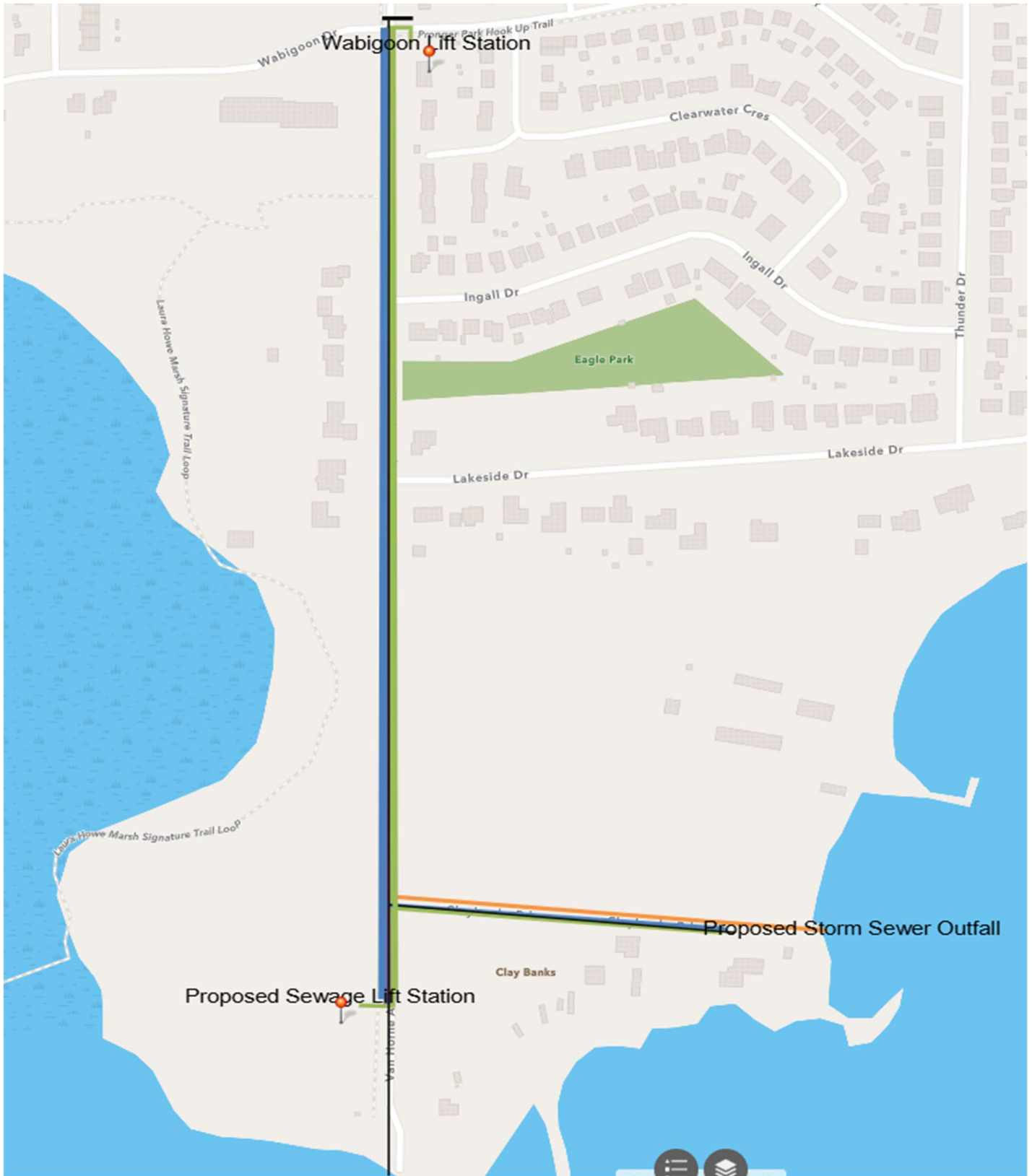
The City reserves the right to reject Proposals from Proponents, who in the opinion of the City, are in conflict of interest, in relation to the Services described in the RFP. The determination of a conflict will be in the sole discretion of the City.

1. State if there is a conflict, or potential conflict of interest, which may exist with provisions of the Services to the City.	Yes No
2. If you have answered “Yes” to Question 1 noted above, please provide a description of the nature of the conflict of interest below:	

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APPENDIX D LOCATION OF PROPOSED WORK

APPROXIMATE PROPOSED LOCATIONS



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APPENDIX E

SAMPLE STATEMENT OF WORK

A fillable version of the Statement of Work has been posted separately.

STATEMENT OF WORK – NAME OF WORK

Primary Contact Information	
Owner	City of Dryden
Project Name:	South Van Horne Housing Enabling Project
City Project Manager:	
Telephone No.:	
Email Address:	
Mailing Address	30 Van Horne Avenue, Dryden, ON, P8N 2A7
Consultant Name:	
Project Manager:	
Telephone No.:	
Email Address:	
Mailing Address	

Introduction
<p>This Statement of Work has been prepared for the Enter Name of Project. This Statement of Work document outlines key project information, including objectives, scope of work, tasks, milestones/schedule, deliverables, and standards and testing specification documents that will be used. It also outlines how project success will be defined, and how the project will be budgeted and invoiced.</p>

Project Objective
<p>Enter the Project Objective(s)</p>

Scope of Work
<p>List (in point form) the scope of work:</p> <ul style="list-style-type: none"> • Task 1 • Task 2 • Task 3 • etc.

City's Responsibilities
<p>List what the City will do / provide</p>

- Item 1
- Item 2
- Item 3
- etc.

Tasks
<p><i>-Detailed tasks as outlined in proposal document.</i></p> <ul style="list-style-type: none"> • Task 1 • Task 2 • Task 3 • Etc. •

Milestone/Schedule	

Deliverables	
<ul style="list-style-type: none"> • Item 1 • Item 2 • Etc. • 	<ul style="list-style-type: none"> •

Standards & Testing

Define Success
<p>This section will be developed by the Owner and Consultant</p>

Schedule of Fees: Underground Infrastructure	
Project Name: South Van Horne Housing Enabling Project	Fees
Pre and Post Construction Services	
Project Management (including in person meetings)	\$
Studies (Topographical, Geotechnical, and relevant)	\$
Design Services and Construction Cost Estimate	\$
Preparation of contract specifications and documents	\$
Tender Phase	\$
Record Drawings	\$
Total	\$
Construction Services	
Part-time Inspections per week of construction	\$
Full-time Inspections per week of construction	\$
Contract administration – per week of construction	\$
Estimated Number of Weeks for Construction	
Disbursements – (refer to Appendix A #5.3)	

Schedule of Fees: Road Reconstruction	
Project Name: South Van Horne Housing Enabling Project	Fees
Pre and Post Construction Services	
Project Management (including in person meetings)	\$
Studies (Topographical, Geotechnical, and relevant)	\$
Design Services and Construction Cost Estimate	\$
Preparation of contract specifications and documents	\$
Tender Phase	\$
Record Drawings	\$
Total	\$
Construction Services	
Part-time Inspections per week of construction	\$
Full-time Inspections per week of construction	\$
Contract administration – per week of construction	\$
Estimated number of weeks for Construction	
Disbursements – (refer to Appendix A #5.3)	