



REQUEST FOR PROPOSAL

RFP 2023-04

REPLACE RUNNING TRACK at the MICHIPICOTEN MEMORIAL COMMUNITY CENTER SPORTS FIELD

Issue Date: Monday, March 6, 2023

Closing Date: Friday, March 24, 2023

Contact: Alex Patterson, Director
Department of Community Services and Tourism
Municipality of Wawa
40 Broadway Ave, PO Box 500
Wawa, ON P0S 1K0

Telephone 705-856-2244 Ext. 242

Fax 705-856-1494

Email apatterson@wawa.cc

Table of Contents

A. General Description of Project	3
B. Background	3
C. Scope of Work	4
D. Contact	5
E. Proposed Project Schedule	5
F. Contractor Requirements	5
G. Contractor's Work Schedule	6
H. RFP Proposal Submission Requirements	6
I. Budget	7
J. Indemnification, Hold Harmless and Insurance Requirements	8
K. Equal Opportunity	8
L. Accessibility	8
M. Sustainability	9
N. Review and Evaluation Process	9
O. Accept or Reject Proposal	10
P. Termination of Contract	10
Appendix A	11
Appendix B	19

A. General Description of Project

The Municipality of Wawa is issuing this Request for Proposal (“RFP”) to seek out a successful proponent to replace the running track at the sports field of the Michipicoten Memorial Community Centre, referred to herein as “Track”. This will involve removing the existing material, building a base of gravel, and adding and packing a top layer of crush. Additional details can be found in **Section C – Scope of Work**.

The successful proponent will have demonstrable experience in building gravel roadways, or other similar experience. Proponents will be asked to submit examples of successful projects where they completed similar projects safely and successfully. The successful proponent will be able to show that they can complete the project safely and in compliance with all applicable regulations.

B. Community Background

Governed by a Mayor and four (4) Councillors, the Municipality of Wawa is a single tier municipality located on the TransCanada Highway, 210 kilometers north of the City of Sault Ste Marie in the District of Algoma. Found in the northern portion of Algoma, the Municipality offers an excellent quality of life with great access to a large range of outdoor activities.

The Municipality has a population of approximately 3,000 residents and an economy principally based on tourism, mining, and forestry. The Municipality encompasses an area of about 480 square kilometers much of it of a northern rural nature.

As a municipality, Wawa is responsible for various activities governed by Ontario’s *Municipal Act, S.O. 2001* including taxation, roads, water and wastewater servicing, planning and building, recreation, policing, fire suppression and general government.

Wawa has an annual operating budget of approximately \$12 million. The annual capital budget can vary from \$3 million to \$5 million.

The Municipality aims for service excellence while offering a variety of amenities, facilities, programs and services that residents, visitors, businesses and customers need and expect. Municipal Council and staff are committed to building a focused, responsive, resource-conscious and results-oriented organization. Lastly, the Municipality and its staff are heavily guided by both a *Community Strategic Plan*, *Asset Management Plan* and a *Municipal Business Plan*.

C. Scope of Work

The successful Contractor, coordinating with the Director of Community Services and Tourism, will:

- Provide the Municipality with all documentation required before starting work
 - Requirements outlined in **Section F – Contractor Requirements**
- Ensure a safe work environment is created, including but not limited to
 - Installing appropriate signage entering and in the work area
 - Restricting access where required

The current track is a 400m, 4lane x 4' lane width track. See **Appendix A** for general layout and photograph.

- Remove the existing material and stockpile it at the Municipal Garage located on 26 Magpie Road in the rear yard. An estimate of 6" of old sinter material as well as an additional 6" of base material for an expected total removal depth of approximately 1' depending on local soil conditions.
- Supply and install the following:
 - Geotextile or other similar weed barrier
 - 6" of "B" gravel
 - 6" of clear, washed crush, packed to grade
- Complete and invoice all work within the outlined timeline (see Project Schedule below) and communicate with the Director through all stages of the Project.

In addition to the scope of work outlined above, the successful Contractor will work within all applicable regulations and in a safe manner at all times. The Municipality will ensure access to the site, and public notifications for the project schedule.

The Municipality will enter into a standard Stipulated Price contract with the successful proponent. The contract will be provided to the proponent upon award.

D. Contact

Questions regarding this RFP should be directed to:

Alex Patterson
Director of Community Services and Tourism
Municipality of Wawa
40 Broadway Ave, PO Box 500
Wawa, ON P0S 1K0

Phone - 705-856-2244 ext. 242
Cell - 705-914-1158

Email – apatterson@wawa.cc
Website – www.wawa.cc

Questions via email are the preferred method of contact. All questions and answers will then be distributed to all respondents as addenda.

E. Proposed Project Schedule

RFP Issued	Monday, March 6, 2023
Deadline for submission of proposals	Friday, March 24, 2023 4:00PM EST
Opening of Proposals	Tuesday, March 28, 2023 1:00PM EST
Awarding of Proposal	Tuesday, April 4, 2023
Construction begins	Monday, April 24, 2023**
Biweekly Contractor Updates (verbal)	1 st and 3 rd Friday of each month
Completion of Work and Final Invoice*	Friday, May 19, 2023

*Work may be completed earlier; however, this is the final deadline

**Construction start date dependent on snow and water situation on sports fields.

F. Contractor Requirements

Minimum requirements by the Contractor for submission of a proposal in response to the RFP shall include the following:

- a) Proof of a healthy safety culture, including qualifications of staff supervising the project relevant to the project. COR Certification an asset.
- b) Proof of WSIB Coverage. Must be held throughout the duration of the work.
- a) Proof of Comprehensive or Commercial General Liability: \$5,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Automobile Liability: \$2,000,000 combined single limit per accident for bodily injury and property damage.
- c) Experience in similar projects. Examples of successful projects are preferred.
- d) Ability to perform the work in a timely manner, availability of staff and contingency plans including a work schedule.
- e) Proposals must state the Contractor’s related business information.

G. Contractor’s Work Schedule

The Contractor’s work schedule will begin as scheduled in the Proposed Project Schedule. It is expected to begin no later than April 24, 2023 pending the suitability of the sports field terrain, the snowmelt or water conditions on the track and surrounding areas. Work will continue until staff approve of the work completed, with a deadline of May 19, 2023 for completion of work. A proposed work schedule including key dates and milestones for the Review process must be submitted as part of the proposal to ensure completeness of the process and all invoices are to be submitted according to the proposed project schedule in **Section E**.

H. RFP Proposal Submission Requirements

Contractors interested in providing these services must prepare and submit a Proposal that includes:

a) Cover Letter

The cover letter is to be signed by an officer of the company authorized to execute a contract with the Municipality.

b) Contractor Qualifications

This section shall briefly describe the areas of expertise of current permanent staff whether a sole proprietor or individuals on a team and the scope of services that can be provided by the firm without the services of contractors under the Contractor's direction. The successful contractor will demonstrate their qualifications relating to workplace safety. This will specifically include any relevant working at heights information such as health and safety policies, staff qualifications, and any other relevant documentation proving the competency of the proponent and their staff to safely complete the contract.

c) Subcontractors

Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel, telephone number and contact person for all subcontractors. The Municipality reserves the right to approve or reject all Contractors or internal staff performing consulting services, proposed by the Contractor during or after the Contractor review and selection process.

d) Project Work Plan

A description of project understanding, detailed work approach and methodology will be identified. The work plan should list specific tasks and any specific considerations, options or alternatives proposed by the Contractor. This must relate to each item as described in **Section C. Scope of Work**.

e) Project Schedule

Propose a timeline for completion of the review including start date, milestones and target date of completion.

f) Budget

Provide a detailed fee proposal by task for the services identified in the scope of work section of this proposal. Identify sub-tasks and the respective cost in your fee proposal as necessary. Hourly fees for additional or optional services that may be required shall also be included. Unless specified in the submission, the professional fee schedule shall include any costs associated with complying with the Municipality's insurance requirements. This fee proposal should break out as many portions as possible to clarify where project expenses will be incurred. Identify the cost of each Section as described in **Section C. Scope of Work**. Include the cost of materials furnished as well as rental of any equipment if required.

g) Deadline and Delivery

An electronic (PDF) version of the proposal shall be submitted to:

Alex Patterson, Director, Community Services and Tourism
apatterson@wawa.cc
The Municipality of Wawa
40 Broadway Ave, PO Box 500
Wawa, ON
P0S 1K0

The deadline for the submission of a Proposal is: Friday, March 24 at **4:00PM EST**. No other information submitted by facsimile or electronic mail (**except for the electronic PDF copy**) will be accepted unless otherwise requested by the Municipality during the proposal review process. **Proposals received after Friday, March 24, 2023 at 4:00PM EST will not be accepted.**

I. Budget

There is an approved budget for this project. If the proposals received are considerably higher than this amount, a report to Council for additional funds will be required which may delay awarding of the project. Proposals should include details on the items that can be delivered within the scope with an associated budget.

The budget should also include costs for travel and other direct expenses associated with the project. Contractors are encouraged, but not required, to provide a detail of value-added services that can be provided at an additional cost, including the fees and rationale for undertaking them. This is to be a separate section.

J. Indemnification, Hold Harmless and Insurance Requirements

In addition to other standard contractual terms, the Municipality will require the selected vendor to comply with indemnification, hold harmless and insurance requirements as outlined below:

The Contractor shall indemnify and hold harmless the Municipality (including any of its bodies, agencies, councils and associations and their servants, agents, officers, directors, elected officials, successors, assigns, employees and personal representatives and each of them) from and against any loss resulting from negligence, claim, demand, damages, liability, and costs and permitted assigns. This provision shall survive termination of any agreement resulting from this RFP.

The vendor shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, employees or subcontractors. The cost of such

insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the Municipality.

Insurance Requirements

- b) Worker's Compensation coverage as required by the Province of Ontario.
- c) Comprehensive or Commercial General Liability: \$5,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- d) Automobile Liability: \$2,000,000 combined single limit per accident for bodily injury and property damage.

K. Equal Opportunity

The Municipality is an equal opportunity employer and requires all Respondents to comply with policies and regulations concerning equal opportunity. The Respondent, in the performance of this contract, agrees not to discriminate in its employment due to an employee's or applicant's race, religion, national origin, ancestry, gender, sexual preference, age, physical handicap or any other characteristic protected by law.

L. Accessibility

The Municipality is committed to and working toward ensuring municipal services is accessible to all. We strive to meet or exceed the standards set by the *Accessibility for Ontarians with Disabilities Act* ("AODA") which are rules established by the Province to help businesses and organizations identify, remove and prevent barriers to accessibility. The AODA requires accessibility of goods, services, facilities, accommodations, employment as well as information and communication.

M. Sustainability

The Municipality recognizes that being sustainable is a responsibility of the Municipality essential to long-term economic prosperity, the social well-being of its residents and protecting environmental capacity and can only occur through community engagement and involvement.

N. Review and Evaluation Process

The selection of a Contractor will be based upon a qualitative review of the Proposals submitted. Municipal staff may request additional clarifying information from any or all Contractors that submit a Proposal during the review process. Municipal staff will evaluate the responses to this RFP and may interview the top rated Contractors or all Contractors. Following the interview, a recommendation will be made to the Council on the selection of the Contractor determined to be the most qualified for the project.

An evaluation by a Committee will be conducted and each proposal will be scored. Proposals will be evaluated on the basis of the following criteria:

Minimum Requirements:

- a) Proof of a health and safety culture, including qualifications of staff supervising the project, specifically working at heights.
- b) Proof of WSIB Coverage.
- c) Proof of Comprehensive or Commercial General Liability: \$5,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Automobile Liability: \$2,000,000 combined single limit per accident for bodily injury and property damage.
- d) Experience in similar projects.
- e) Ability to perform the work in a timely manner
- f) Proposals must state the Contractor's related business information.

Experience and Qualifications (20%)

- i. Health and Safety program and staff qualifications (20%)
- ii. Similar project experience and qualification (20%)

Approach (30%)

- iii. Quality of the Contractor's Approach (10%)
- iv. Proposed Schedule and Timeline (10%)
- v. Suitability of the proposed product submitted (10%)

Budget (50%)

O. Accept or Reject Proposal

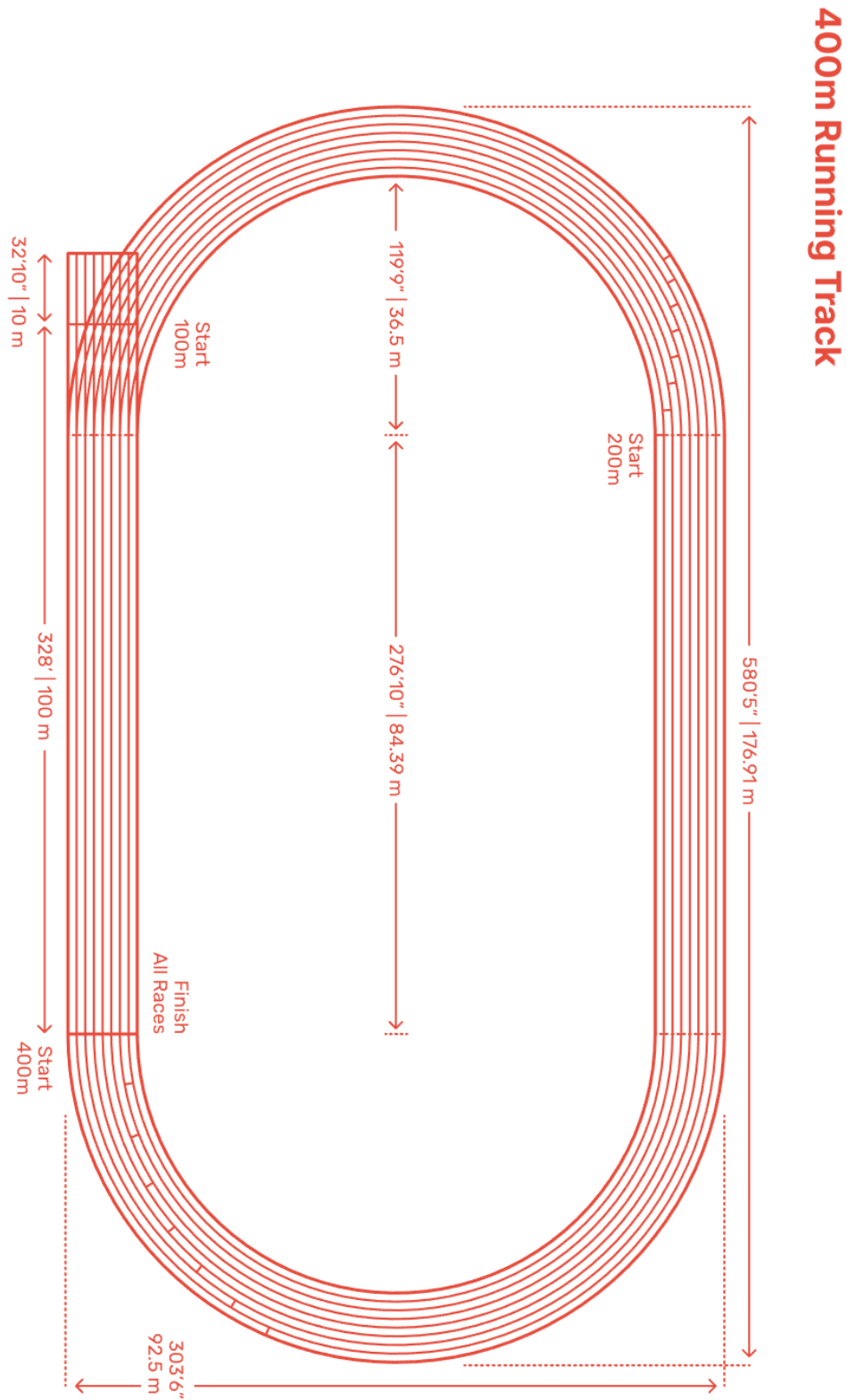
The Municipality reserves the right to accept or reject any or all proposals and recommendations and may waive minor errors or omissions in any proposal. The Municipality reserves the right to select a Contractor, who in and upon our approval provides the most advantageous solution and demonstrates their ability to provide the expected outcomes of the proposals that will best serve the interests of the Municipality. The Municipality is not obligated to award the contract based on the lowest price or any other particular factor. The Municipality will not be liable or reimburse any firm for the costs they incur to prepare their proposals. The Municipality also reserves the right to substitute components where the Municipality considers that an alternative may be more suitable and the right to modify any and all requirements stated in the RFP at any time prior to the possible awarding of the contract. The RFP does not commit the Municipality to award a contract or to pay any costs incurred in the preparation of a proposal or attendance at a pre-awarded meeting.

P. Termination of Contract

Either the Contractor or Municipality may terminate the contract, once awarded, at any time upon giving notice in writing at least thirty days prior to the date of termination without penalty or recourse. In the event of such termination, the Contractor will be paid for services up to and including the date of termination.

Appendix A – Track Layout and Photographs

Note this layout has additional lanes – inside dimensions apply to this project





Existing field post tilling and packing – note surface has degraded to dirt and edges are not well defined.