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**Township of Southgate**  
**Request for Proposals (RFP)**  
**Southgate Road Management Study**

**Instructions to Bidders**

**1. Project Information**

Sealed quotations clearly marked:

**"14 - Southgate Road Management Study RFP"**

must be addressed to the following location and attention:

Attention: John Watson  
Township of Southgate  
185667 Grey Rd 9, Dundalk, Ontario N0C 1B0

Or can be submitted electronically clearly marked **"14 - Southgate Road Management Study RFP"** via email to [tenders@southgate.ca](mailto:tenders@southgate.ca)

Submission closing date: **February 20, 2025, at 12:00 pm**

**2. Scope of Project**

The Township of Southgate is requesting bids from qualified professionals to perform a Road Management Study (RMS) in the Township of Southgate.

The 2025 Road Management Study will assess current Southgate Road conditions and defects with an updated inventory, and a 10-year improvement plan for preventive maintenance and reconstruction projects.

The Township of Southgate Road System consists of approximately 498 kilometers of asphalt, surface treatment, gravel and earth roads.

Road assessments will be conducted in accordance with methodologies and techniques as recommended by the Ministry of Transportation (MTO 1987) for lower tier municipalities, and MTO Manual for Condition Rating of Flexible Pavements.

The Township will be updating its Asset Management Plan and the data from the RMS will be incorporated into the overall Asset Management Plan and

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capital planning. The final report will be submitted in a paper and electronic format for Township use.

### 3. **Contacts:**

Any questions or concerns arising out of this RFP, should be addressed to:

John Watson, Acting Public Works Manager  
Phone: (519) 923-2110 x250  
[jwatson@southgate.ca](mailto:jwatson@southgate.ca)

All questions and requests for interpretation or clarification are to be made in writing to [jwatson@southgate.ca](mailto:jwatson@southgate.ca) and shall use the subject line "Southgate Road Management Study RFP".

### 4. **Proposal Opening**

The opening of the submissions will be held virtually and shall commence just after 1:00 p.m. on Thursday February 20, 2025.

Please use the following link to view the opening:

<https://zoom.us/j/99780104526?pwd=aLIlwSIi43RqXe6lqWIEriryAf9Ai2.1>

**Meeting ID:** 997 8010 4526  
**Passcode:** 575027

### 5. **Project Timelines**

The Township of Southgate approximate project timelines are as follows:

- i. RFP Close date: February 20, 2025, at 12pm
- ii. Commencement of RFP Evaluations: February 20, 2025
- iii. Recommendation to Council for Approval: March 5, 2025
- iv. Notification of Successful Contractor: March 6, 2025
- v. Project Commencement: March 24, 2025, or as soon as possible following (Start date and project timelines shall be provided as part of the contractor's bid submission)
- vi. Substantial Completion: August 29, 2025, or as proposed by contractor
- vii. Council presentation: September 17, 2025, at 1pm.



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## Project Specifications

The project specifications are outlined below and shall be incorporated into the final Southgate Road Management Study for presentation at the September 17, 2025, 1pm Council Meeting. To facilitate the review and evaluation of the submissions, all submissions shall include, as a minimum, and proponents shall be aware of the following:

- 1.** The successful proponent will be required to attend meetings with the Township as required, including start-up, any updates and Council presentation. Such meetings will be included in the pricing submitted.
- 2.** The proponent will indicate the Township resources required to complete the RMS and reporting. Any requirements from the Township will be clearly itemized.
- 3.** The RMS will be structured with the existing established Township of Southgate Road Section ID Numbering System by numerical listing with the following data:
  - Road Name including to / from
  - Road Environment
  - Surface Material
  - Condition Rating 2025
  - Ride Comfort Rating
  - Pavement Condition Index
  - Surface Width – metres
  - Posted Speed Limit
  - Average Daily Traffic
  - Road Class
  - Winter Maintenance
  - Shape Length – metres
  - Proposed Improvement 2025
  - Improvement Cost 2025
  - Comments
- 4.** The RMS will include a 5-year plan for recommended road sections preventative pavement maintenance including Micro surfacing and Single & Double Surface Treatment applications to prolong pavement condition life cycles.
- 5.** The RMS will include a 10-year Capital improvement reconstruction plan with associated costs.



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**6.** The RMS will provide traffic counts for the following sections:

- SDR 75 / Ida St from Eco Parkway to SR 26
- SDR 73 from Townline to SR26
- SDR 71 from Grey Rd 9 to SR26
- SDR 15 from Hwy 89 to Grey Rd 9
- SDR 49 from Hwy 89 to Grey Rd 9
- SDR 41 from SR 12 to SR 04
- SDR 04 from SDR 41 to SDR 49
- SR 24 from SDR 71 to Grey Rd 23

## General Conditions

**1. Extent**

The Service Provider shall be liable for all costs of doing the work including labour, equipment and materials.

**2. Service Provider's Responsibility**

Upon notification of acceptance of the contract and before the commencement of work, the Service Provider must provide the Township of Southgate with a Certificate of Insurance as per the following:

- a) The Service Provider shall protect and indemnify and save harmless the Corporation of the Township of Southgate from any and all claims which may arise from the Contractor's operations where bodily injury, death or property damage is caused, and shall, without restricting the generality of the foregoing, maintain insurance acceptable to Southgate, subject to limits of liability of not less than \$5 million inclusive.
- b) All liability policies shall be written in such terms as to fully protect the Service Provider notwithstanding his assumption of liability and his indemnity covenants under the contract.
- c) All liability insurance policies shall be written in the names of the Service Provider and the Corporation of the Township of Southgate. The Contractor agrees to provide to Southgate a Certificate of Insurance in compliance with the above including a warranty that the insurer will not cancel said policies without thirty days written notice of such cancellation provided to Southgate. Such certificate shall clearly indicate the amount deductible/applicable, if any.
- d) Certificate of such other insurance as the owner may from time to time deem necessary.
- e) The Service Provider shall maintain such insurance and pay such assessments as to protect both the contractor and the owner from claims under the Workers' Compensation Act.



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### 3. **Workers' Compensations**

The Service Provider shall submit a Clearance Certificate every 60 days during the active working period and at completion of the contract.

### 4. **Protection of Property**

The Service Provider will be responsible for any damage that may occur relative to the execution of all operations arising from this contract. Any damage done to Southgate's property must be made good to the satisfaction of Southgate.

### 5. **Applicable Legislation**

- a) The Service Provider shall comply with all applicable **Provincial and Federal legislation and regulations, including the Occupational Health & Safety Act and pertinent Southgate by-laws.**
- b) **Municipal Freedom of Information and Protection of Privacy Act** – Any personal information provided in this document will be used for selection purposes only as per the Municipal Freedom of Information and Protection of Privacy Act.
- c) **Accessibility for Ontarians with Disabilities Act, 2005** – The successful Service Provider must be in compliance with the Township of Southgate Accessible Customer Service Policy under the AODA, 2005 and provide proof that training requirements have been met.

### 6. **Protection**

All equipment safeguards and protection shields shall be installed and maintained to adequately guard against injuries to the public, particularly children and workmen, by accidents around and adjacent to the project.

### 7. **Director of Work**

The Public Works Manager will be the contact for the Service provider during the project and reserve the right to inspect their work.

### 8. **Termination**

If, at the discretion of the Township of Southgate, there is a default by the Service Provider on any of the terms contained herein, Southgate shall have the right to terminate the contract upon giving the Service Provider twenty-one (21) days' notice to address the concerns or issues to successfully complete the project.

Upon termination of the contract, the balance of the contract price shall be forfeited.



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### 9. **Acceptance or Rejections**

- Lowest or any RFP tender is not necessarily accepted.
- All RFP proposals must provide pricing for submission.

Southgate reserves the right to award the project to the Service Provider with the best proposal for the Township of Southgate. Southgate also reserves the right to reject any or all bids or award the contract to other than the lowest tender received, if in Southgate's opinion, it is in the best interest of the Township.

### 10. **Site and Project Meetings with Service Provider**

The successful bidder will be required to hold a start-up meeting and if required by the Service Provider or the Township's call of meeting.

### 11. **Proposals to Include:**

- a) Description of Firm - Firm's brief history with highlights of services provided.
- b) Curriculum Vitae/Expertise - An outline of qualifications and experience of the team members, including all sub-consultants, to be assigned to each phase of the project. Indicate the names of all personnel and experience that will be involved in the project management. As time is of the essence in this project, identify team availability. Personnel substitution will not be accepted without prior approval of the Township of Southgate.
- c) Team Organization - The respective roles and responsibilities team members will take in the project team organization and in the development of Roads Management Study.
- d) Project Experience - Brief documentation on significant similar projects, with client references, project description, together with a brief description of all other studies of relevance.
- e) Design Concept - A brief description on design approach, a brief description of materials to be used, and rendering of final building interior.
- f) Project Schedule - An outline of the approach proposed to meet the requested schedule(s) and what other resources will be made available by the proponent/sub-consultants to meet set end dates, if during the work process, delays occur.
- g) Cost Control - An outline of the approach proposed to affect cost control. Provide details on projects demonstrated where respondents met the budget which was initially set.



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## Evaluation and Selection

### Selection Process

Proposals will be assessed based on information provided by the Respondent at the time of submission. The evaluation of Proposals will be conducted by an evaluation team comprised of staff members from the Township of Southgate and reserves the right to interview and facilitate presentations in order to gain additional detail outside of the proposals received.

### Evaluation Criteria

Proposals will be assessed against the following criteria. The Township reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

	<b>Evaluation Criteria</b>	<b>Weight Factor</b>
1.	Qualifications and Expertise of Team	10
2.	Experience with projects of similar size and complexity.	20
3.	Approach to design concept including suggested materials.	20
4.	Approach to Timing Control and Schedule	15
5.	Approach to Cost Control	10
6.	Fees	25
	<b>Total</b>	<b>100</b>

The Corporation reserves the right to reject any or all proposals. The Corporation also reserves the right to not proceed with the project without stating reason thereof.

Selection of a proposal(s) will be based on all the above criteria and any other relevant information provided by the Respondent(s).

All proposals are to be submitted with the understanding that the selection of a proposal for discussion by the Evaluation Committee shall not thereby result in the formation of a contract. Nor shall it create any obligation on the Township to enter into further discussions.

Evaluation of the project engineer and project support staff will include an assessment of the firm's overall ability to provide multi-disciplinary capabilities and resources to this project as well as the Project Managers past experience on similar projects.

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The assessment of past project experience will include evaluation of the Consultant's success with previous experience of this nature, the previous experience of proposed staff for this project, the stability and reputation of the firm. Respondents shall include in their proposal a minimum of three (3) Study references demonstrating these attributes, preferably in projects of a similar magnitude and design to that specified herein.

The RMS will be awarded to the respondent who, in the sole judgment of the Township, provides the best overall value. The Township will not be obligated to select the lowest cost or any proposal.

The Township reserves the right to conduct references on the Respondents, the results of which may affect the award decision.

The Township reserves the right to negotiate Terms of Reference including methods used, with the awarded Respondent. These negotiations may affect price proposals.

## **Service Provider Health and Safety Agreement**

It is our objective at the Township of Southgate, to provide all persons within our workplace, the opportunity to work in a safe environment. It is the Municipality's Policy to eliminate all accidents through Health and Safety Standards. All Employees, Contractors, Subcontractors, Suppliers and any other Service Providers to our projects must co-operate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public, occupants, and the environment.

### **The Township of Southgate believes the following ideals must be accepted and followed in order to ensure safety on our projects:**

- a) Any Contractor hired by Southgate must ensure that their employees have safety training and certificates equal or exceeding the requirements set forth in the current Occupational Health and Safety Act and current regulations.
- b) The Contractor(s) on the project must work in conjunction with Southgate's appointed Health and Safety representatives. All Contractors must follow Health and Safety policies set forth by Southgate.
- c) The Contractor must report and investigate all incidents, and near accidents to the Southgate's Public Works Manager, and Health and Safety representatives within 24 hours.
- d) Health and Safety issues will always be given immediate attention by the Municipality, its representatives, contractors and subcontractors.
- e) All applicable current and environmental legislation/regulation(s) are considered a minimum requirement.
- f) All employees, contractors/sub-contractors, suppliers and visitors/residents



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must immediately report unsafe conditions, incidents, and accidents to Southgate's Project/Site Supervisor or the Township of Southgate's Occupational Health and Safety Committee.

Failure to adhere to one of the above stated requirements would jeopardize the Health and Safety of all. Through a safety conscious workforce, the quality of work and production will ensure safe and timely project completion. All accidents will be investigated to determine the causes and corrective actions to prevent recurrence.

Disciplinary Action in the form of:

Step 1 – verbal warning

Step 2 – written warning

Step 3 – notification to the Ministry of Labour re: Health and Safety  
Violations of the Legislation/regulation(s), and unsafe work practices.

Southgate takes pride in the commitment of our employees and contractors and will take the necessary steps to ensure Health & Safety on all projects.

**Note: A WSIB Certificate must be attached.**

**Contractor Approval:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_



## Bid Checklist and Submissions Required

Contractor Responsibilities	Municipal Required	Contractor Submitted
<b>Documentation:</b> <ul style="list-style-type: none"> <li>• <b>WSIB Certificate of Clearance (equivalent private)</b></li> <li>• <b>Liability Insurance Certificates \$3,000,000 min</b></li> <li>• <b>Health and Safety Policy Statement and Operating Procedures</b></li> </ul>	<input checked="" type="checkbox"/>   <input checked="" type="checkbox"/>   <input checked="" type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>
<b>General Requirements:</b> <ul style="list-style-type: none"> <li>• <b>Comply with all Legislation, Regulations and Codes</b></li> <li>• <b>Enforce compliance with Municipal issued safety violations</b></li> <li>• <b>Preform regular safety inspections of project</b></li> <li>• <b>Employ only qualified competent workers on project</b></li> <li>• <b>Provide qualified competent on-site supervision</b></li> <li>• <b>Provide copies of MOL reports, orders, charges related to the project within 24 hours of receipt</b></li> <li>• <b>Provide accident reports for critical injuries related to this project to Municipality within 24 hours and all other accidents within 3 days</b></li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

**Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_ **2025**

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## Bid Form

### Statement of Qualifications:

#### Experience—Statement of Companies expertise in this Business

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**Note:** Attach any brochures and company profile that would support this section.

#### Service Providers References

Company	Contact	Phone #
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<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

### Payment Terms:

Each bid proposal shall provide a payment terms based on the RFP price submitted for the project as work is completed. The contractor shall provide a progress payments schedule on a percentage basis on the completion of the project work.

### RFP Submissions Inclusions

The RFP proposal submission shall include the following documents:

- A copy of this RFP document as provided with all signature approvals;
- Complete the Service Provider Health & Safety Agreement form;
- Complete the Bid Checklist and Submissions Required form;
- Provide Bid Form responses;
- Complete bid responses using the RFP Pricing Submission form;
- Complete the Service Provider Acceptance; and
- Provide any supporting documentation, materials, proposal explanations, drawings, concept plans, etc. will be accepted and used as part of the selection process.

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**RFP Pricing**

Pricing submission to include completing the project work inclusive of time, all materials, consultant costs and site meetings as described in this RFP document.

**Project Components**

**Price before Taxes**

Roads Management Study \$ \_\_\_\_\_

Subcontractor hourly labour rate \$ \_\_\_\_\_ per hour

Estimated subcontractor total labour hours \_\_\_\_\_ project hours

Subcontractor Total \$ \_\_\_\_\_

Other Project Costs \$ \_\_\_\_\_

**Sub-Total Project Cost** \$ \_\_\_\_\_

HST Taxes 13% \$ \_\_\_\_\_

**Total Project Cost** \$ \_\_\_\_\_

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**Service Provider Acceptance**

I/we, the undersigned, have carefully examined and/or discussed the project site of the proposed work and hereby agree to furnish all labour, materials, equipment and services necessary to complete the work in accordance with the attached Instructions to Bidders, General Conditions and Specifications for RFP Contract Price or Proposal as submitted:

Name of Service Provider \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Workers' Compensation Number \_\_\_\_\_

Contractors' Insurance Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
*Service Provider Approval Signature*

\_\_\_\_\_  
*Dated*