
THE CORPORATION OF THE TOWNSHIP OF PICKLE LAKE



REQUEST FOR PROPOSAL Clearing and Road Construction 2021-02

SECTION 1 - INTRODUCTION

1.1 REQUEST FOR PROPOSAL (RFP)

1. The Township of Pickle Lake (the “**Township**”) invites qualified Proponents (“**Contractors**”) to submit proposals to provide services to harvest trees on a 55,805 m² area of land adjacent to the Pickle Lake airport for the creation of an entrance for a new roadway. Proponent to obtain the necessary permits to harvest the wood from MNRF. Confirmation of this will be required prior to the harvesting.
2. Excavate to remove or mulch the stumps throughout the site to allow for a suitable base for road preparation (at discretion of site supervisor).
3. Install the purposed amount of culverts, Rip-Rap, Geotextile and ground mounted signs.
4. Build road to purposed level as designated in airport road design attachments.
5. Excavate any ditches as purposed in road design.
6. Surface treatment following one year of settlement, and fix any defects prior to final surface treatment.
7. Provide work schedule.
8. Provide pricing for the work listed above.

1.2 Location

The Township of Pickle Lake is located approximately 537 kms north of Thunder Bay. The work site is located between the current end point of Airport Road and Hwy 599. See attached satellite map.

1.3 Background

The Township of Pickle Lake is constructing through a multi-tender process a new roadway “connecting link” between Airport Road and HWY 599. The purpose of this connecting link is to provide a second means of access to the community, eliminate unnecessary heavy truck traffic through a school zone and downtown core and allow for future development of a secondary commercial area within the municipal boundary.

1.4 Available Information

1. Aerial photography of proposed area to be cleared.
2. GPS entrance location permit from HWY 599 issued by MTO.
3. Survey
4. Quantities sheet

1.5 Timeline

The clearing and mulching/stumping must be completed by July 31st, 2021.
Road must be constructed for use no later than October 31st, 2021 to a gravel treatment.
Road must have completed surface treatment no later than August 31st, 2022.

SECTION 2 - INSTRUCTIONS TO PROPONENTS

The following information provides details of the Request for Proposal process that will be followed.

2.1 COMMUNICATIONS REGARDING REQUEST FOR PROPOSAL

All communication concerning this Request for Proposal shall be in writing and sent via email to:

Terry Zapf, Public Works Superintendent AND **Jamie Hussey**, Clerk-Treasurer

Email: superintdent@picklelake.org

Email: clerktreasurer@picklelake.org

Township of Pickle Lake
P.O. Box 340
Pickle Lake, On
P0V 3A0

No person other than the above named persons is authorized to communicate for the Township with respect to this Proposal. Proponents who seek to obtain information, clarification or interpretation from another Township official or employee is advised that such material is used at the Proponent's own risk, and the Township shall not be bound by any such representations. All questions shall be in writing and answers to questions and clarifications may be released in the form of an addendum should the Township determine the information is relevant to all Proponents.

Telephone calls will not be accepted or returned. No verbal arrangement or agreement, relating to the work required under this project specified or requested under this RFP will be considered binding and every notice, advice or other communications pertaining to it, must be in writing.

2.2 ELECTRONIC COMMUNICATIONS

All enquiries received via electronic mail waive all rights of confidentiality of the enquiry in the method of transmission and the Proponent shall assume all risks of such methods of communication.

2.3 ADDENDA

The Township hereby reserves the right in its sole discretion to amend this Request for Proposals any time prior to the closing date and time. Proponents are advised that any changes to the Proposal shall only be done by formal written addendum issued by the Township. Proponents may be requested to confirm receipt of each addendum. It is each Proponent's ultimate responsibility to ensure all addenda have been received prior to submission of their Proposal or, in any event, prior to the close of Request for Proposals, as Proposals cannot be amended or withdrawn following the closing time, for any reason.

2.4 COST OF PROPOSAL

All costs directly or indirectly incurred by the Proponent in responding to this Request for Proposal shall be at the sole cost of the Proponent.

2.5 SUBMISSION OF PROPOSAL

Proposals shall be accepted by email, facsimile or by regular Canada Post mail, and must be received on or before the closing date and time, at the addresses noted below:

Closing Time/Date: May 28th, 2021, at 4:00 p.m., local time.

Email address: clerktreasurer@picklelake.org

Facsimile: (807) 928-2708

Via Canada Post: P.O. Box 340, Pickle Lake, ON, P0V 3A0

Electronically mailed Proposals must be sent in a PDF version.

2.6 LATE SUBMISSIONS

Proponents are solely responsible for ensuring their Proposal is received on time and at the proper location. Proposals received after the closing date and time shall not be accepted or considered and shall be returned to the Proponent unopened.

2.7 PUBLIC OPENING MEETING FOR THE PROPOSALS

Proposals shall be reviewed at the Regular Meeting of Council to be held

June 8th, 2021, at 5:00 p.m. at the Township of Pickle Lake Council Chambers, 2 Anne Street, Pickle Lake. Should this date/time change, proponents will be advised of the new time, date and location of the meeting which they may attend. All Proponent names shall be noted at the time of opening and proposals will be reviewed for eligibility.

2.8 PROPOSALS RETURNED UNOPENED

Proposals received after the closing time shall be noted and returned unread to the Proponent, as soon as possible.

2.9 SUBMISSION OF MORE THAN ONE PROPOSAL

If two Proposals for the same Project are submitted the proposal with the latest date and time received shall be considered the intended Proposal.

SECTION 3 – GENERAL CONDITIONS OF THE REQUEST FOR PROPOSAL

Each Proponent, by submitting a Proposal, represents that the Proponent has carefully read, understands and accepts the terms and conditions and specifications of the Request for Proposal in full.

3.1 The Township of Pickle Lake reserves the right to accept or reject all or part of any submission at no cost to the Township.

3.2 All submissions shall include the necessary contact data, mailing address, email address, phone number(s) and name of contact person(s) for the submitted proposal.

3.3 Prices must be expressed in Canadian Dollars.

3.4 Proponents may be required to attend, in person or by telephone, a Council Meeting to discuss the specifics of their submission.

3.5 Proponents are required to submit details in their submission addressing the following:

- i. All actual costs void of taxes.
- ii. A copy of the Proponents WSIB Clearance certificate.
- iii. Tax compliance (GST number).
- iv. A copy of the Proponents certificate of liability insurance with a minimum coverage of \$2,000,000 (two million dollars).

3.6 PROPONENTS' OBLIGATION TO EXAMINE

While the Township has made every effort to ensure the accuracy of the information provided in this document and otherwise to the Proponent, the Proponent shall not make any claim against the Township for damages or extra work caused or occasioned by the Proponent relying upon such records, reports, or information whether as a whole or in part, furnished by the Township or a council member or an employee of the Township.

SECTION 4 – EXECUTION OF AGREEMENT

4.1 Selection of Proponent

A Proponent may be selected to enter into a Contract Agreement with the Township of Pickle Lake based on this RFP and the Proponent’s submissions.

The submission form may be appended to a Contract Agreement.

The Township will not necessarily accept the lowest price or any Proposal. No such guarantee is hereby expressed.

Must work in the prescribed area. Must stay within the proposed cost- no overruns will be approved or funded.



Section 5- Payment Schedule

- 15% upon clearing completion
- 25% upon gravel road surface completion
- 30% upon surface treatment completion
- 30% upon final inspection

Attachments:

1. Quantity Sheets
2. Drawings List