



**Request for Proposals
Chaffey's Locks Bridge Deck Replacement**

Project Number: PR 0309
RFP Issued: Thursday November 04, 2021
Submission Deadline: 4:00 p.m. Friday November 12, 2021

Table of Contents

1.0 Purpose	2
2.0 Background.....	2
3.0 Project Description.....	3
4.0 Available Resources.....	3
5.0 Project Schedule	4
6.0 Project Budget	4
7.0 Proposal Requirements	4
8.0 Proposal Selection Criteria.....	5
9.0 General Terms and Conditions	5
10.0 Attachments.....	6

1.0 Purpose

Cataraqui Conservation is seeking proposals from interested General Contracting companies to re-deck the Chaffey’s Locks Bridge located on the Cataraqui Trail in Elgin, ON within The Township of Rideau Lakes.

Cataraqui Conservation hereby requests that proposals for the work be submitted no later than **4:00 pm Eastern Standard Time on Wednesday November 12, 2021**. Details for the scope of work are provided below. The related Cataraqui Conservation capital project number is PR 00309 Cataraqui Trail – Chaffey’s Locks Bridge Resurface

2.0 Background

Cataraqui Conservation is an environmental protection and advisory agency that works in partnership with local municipalities to monitor and protect water, natural habitats, shorelines and promote sustainable living in our community. The many programs and services of Cataraqui Conservation support the overarching principle of conserving, preserving, protecting and enhancing our natural environment.

The Cataraqui Trail a 104km multi-use recreational trail that stretches from Strathcona to Smiths Falls Ontario. The Cataraqui Trail is a former Railway converted into a non-motorized multi-use recreational trail, including OFSC permitted snowmobile use in the winter months.

The Chaffey's Locks Bridge is in Elgin, ON. The bridge spans the Rideau Canal and Iron Bridge Lane. The bridge is a heavy steel base with wooden beams and wood deck, approximately 230 feet in length by approximately 11 feet wide, and approximately 60 feet above water's surface and municipal road.

3.0 Project Description

The Chaffey's Locks Bridge is approximately 230 feet by 11 feet with a 2"x6" deck surface. This surface has reached its end of life and requires replacement.

Cataraqui Conservation will be providing the lumber 2"x6" PT and the 2"x10 PT for the new deck surface. We are tendering for the removal and disposal of old deck and labour to place new deck and caps.

3.1 Scope of Work

- a) Installation of temporary containment system to catch any falling debris
- b) Removal and disposal of 2"x6" old deck
- c) Placement of new 2"x10"x10' boards over existing railway ties as a cap.
Screwed in place
- d) Installation of new 2"x6"x12" PT boards running parallel to the direction of travel. Screwed in place

Challenges: Bridge is located approximately 60ft over navigable waters (Rideau Canal), as well as a seldomly used gravel roadway (Iron Bridge Lane). So appropriate safety measures will have to be taken to ensure safety of watercraft, vehicles, and pedestrians beneath while work is taking place. The bridge is located on a trail used by cyclists, hikers, and people on horseback. The site will need to be secured on the trail to ensure safety of trail users. Detour signage will be required to direct trail users through Chaffey's Locks.

4.0 Available Resources

Cataraqui Conservation has the following resources available to the successful proponent:

1. Cataraqui Conservation will assist in providing barriers at the appropriate road crossings where the trail intersected a public roadway to direct trail users to the detour route.

2. A News release will be posted on the CA's social media accounts prior to the scheduled work taking place to inform potential trail users the section of trail is closed to the public.
3. The 2"X6" PT and 2"X10" PT lumber will be provided by Cataraqui Conservation.

The Contractor who is awarded the contract will be responsible for taking the required steps to ensure the bridge is closed to the public on either end of the bridge as well as the necessary safety precautions to ensure the safety of both boat and vehicle traffic beneath the bridge. The Contractor will also be responsible for the securing of the site when workers are not present to ensure public safety.

5.0 Project Schedule

- Potential bidders are encouraged to visit the site with Conservation Authority Staff to go over project before bidding.
- Bids due in by email to Steve Knapton (sknapton@crca.ca) by 4:00PM on November 12, 2021.
- Project can start any time with at least 3 business days' notice to Conservation Authority staff to allow time to send a news release out on social media and allow staff to deploy barriers for closure of trail.
- Work must be completed in full by December 31st, 2021

6.0 Project Budget

The consultant must provide monthly updates on expenditures and monthly invoicing to Cataraqui Conservation. The invoices shall reference Cataraqui Conservation Project Number PR 00309.

7.0 Proposal Requirements

Each Proposal must include the following:

Proposal must be limited to fifteen (15) pages, excluding curriculum vitae, references and corporate literature. The submission deadline is no later than **4:00 pm Eastern Standard Time Friday, November 12, 2021**. One (1) PDF copy of the proposal shall via electronic mail to:

Steve Knapton

Coordinator, Operations Planning
Cataraqi Conservation
Tel. 613-546-4228 ext. 223, Email. Sknapton@crca.ca

All questions from interested firms about this request for proposals are to be directed to Steve Knapton no later than 12:00 pm (noon) EST on November 10, 2021. Cataraqi Conservation will provide answers to all interested firms in a consistent manner.

8.0 Proposal Selection Criteria

Proposals will be evaluated by Cataraqi Conservation based on the following criteria:

1. Understanding of the assignment (10%);
2. Expertise and experience of the project lead and other staff to be involved (20%);
3. Satisfactory references related to the involvement of the consulting firm(s)/assigned staff in similar types of projects (20%); and,
4. Cost (50%)

The selected proposal for the project will not necessarily be awarded to the lowest bidder. All consultant that provide a proposal prior to the submission deadline will be notified by Cataraqi Conservation in writing of the decision.

9.0 General Terms and Conditions

Acceptance of Proposals

The RFP neither expresses nor implies any obligation on the part of Cataraqi Conservation to enter into a contract with any consultants submitting a proposal.

Rejection of Proposals

Cataraqi Conservation reserves the right to reject any or all proposals for failure to satisfy the specification and requirements for the RFP. Any award resulting from this RFP is subject to the successful completion of a contract between the consultant and Cataraqi Conservation.

Acceptance or Non-Acceptance of Proposal

Neither the lowest priced nor any proposal shall necessarily be accepted, and the decision of Cataraqui Conservation is final. If Cataraqui Conservation decides to accept a proposal, then this acceptance and the making of an award will be in writing. Unless and until such written notification has been given, there is no successful consultant and no award has been made.

Information Ownership

All information collected and produced in report or digital form by the consultant shall become the property of Cataraqui Conservation.

Previous Communications

This document and attachments contain the entire requirements relating to this RFP. Other information and/or documentation provided to a prospective consultant or obtained by a prospective consultant prior to the release of this RFP or any other time shall not have any force or effect.

Conflict of Interest

It is the consultant's responsibility to ensure that no perceived or real conflict of interest exists for any of the company's personnel involved in the study.

Cancellation of RFP

Due to unanticipated expenditure constraints, the RFP may be cancelled at any time without liability by Cataraqui Conservation to prospective consultants or to any other entity.

Authorization

To be considered a valid response, a consultant's submission must be completed and signed by an authorized company official.

Insurance

When requested, the consultant will provide certification of appropriate commercial general liability insurance, automobile insurance, and professional errors and omissions liability insurance coverage, as well as a valid Workplace Safety & Insurance Board (WSIB) Clearance Certificate.

10.0 Attachments

N/A

