



35 Alice Street, Brighton, Ontario, K0K 1H0

THE MUNICIPALITY OF BRIGHTON
REQUEST FOR QUOTATIONS – “RFQ #EDC-2020-002”
PHASE 1 AND 2 ENVIRONMENTAL ASSESSMENT
REQUEST FOR QUOTATION

The Corporation of the Municipality of Brighton (hereby known as “the Municipality”) invites qualified and experienced consultant to submit a quote to provide a Phase 1 and 2 Environmental Assessment of the Memory Junction Property (60 Maplewood Ave, Brighton Ontario K0K 1K0).

Sealed quotes clearly marked “Quotation for Phase 1 and 2 Environmental Assessment for Memory Junction Property EDC-2020-002” will be received at the Municipal Office located at 35 Alice Street, Brighton, Ontario by March 6, 2020.

Specifications may be obtained through either emailing Ben Hagerman at bhagerman@brighton.ca or by picking up a copy of the bid document at the Municipal offices, located at 35 Alice Street, Brighton, ON, K0K 1H0.

The Municipality reserves the right to waive any informality in any quote and reject any, and all quotes.

Ben Hagerman, Manager of Economic Development and Communications

PART I – SPECIFICATIONS

General Project Description:

Memory Junction located at 60 Maplewood Avenue is one of the last Grand Truck Stations. The property holds a high degree of historical data and was open as a Museum until 2017. The Station has not been used as a railway stop for any major rail line since 1962. Staff and Council are in a period of due diligence and require a Phase 1 and II Environmental Assessment.

1 – ASSESSMENT

A. Completion of Phase 1 and Phase 2 Environmental Site Assessment in Part II of Ontario Regulation 153/04. Phase 2 will include an analysis of soil and groundwater.

B. Project Completion Date- April 6, 2020

C. Unsatisfactory Work

If, at any time during the contract, the service performed or work done by the Contractor is considered by the Municipality to create a condition that threatens the health, safety, welfare, of the community or does not meet the specifications herein, the Contractor shall, on being notified either by written or oral notice, immediately correct such deficient service or work immediately. The Municipality shall have the right to order correction of the deficiency by separate contract or with its own resources at the expense of the Contractor. The Municipality reserves the right to terminate the whole or any part of this contract in the event the awarded Contractor fails to perform any of the provisions of this contract.

PART II – SELECTION AND CONTRACT AWARD PROCESS

The Municipality will select the proposal(s) which are determined to be the most qualified, having the best experience and ability to successfully perform the required tasks. The Municipality reserves the right, at its sole discretion, to negotiate with any Contractor as it sees fit, or with another Contractor or Contractors concurrently. In no event will the Municipality be required to offer any modified terms to any other Consultant. The Municipality shall incur no liability to any other Consultant as a result of such negotiations or modifications.

1. Evaluation Criteria

Evaluation Criteria	Percentage of Total
Previous relevant experience, proponents should provide past project descriptions and summaries.	15%
Commitment to meet the schedule indicated in the Execution section of this RFQ.	15%
Provide complete and thorough knowledge of the project and the consultants role	20%
Cost –	50%

2. Evaluation Process

1. Proposals will be evaluated by an evaluation team using the evaluation criteria and weightings specified in Section 1 above.

Part III – INFORMATION AND INSTRUCTIONS

Quotation Submission:

The quotation must be fully completed and in the possession of the Municipality of Brighton time stamped before the closing date and time. Quotation bids received after the closing time shall not be considered but shall be returned unopened and the supplier shall be advised that the quotation was received late.

The quotation bid must be signed by a duly authorized official of the organization bidding.

The quotation bid must be legible, written in ink or typewritten, and all items must be bid unless otherwise specified. Erasures, overwriting, or strikeouts must be initialled by the official signing on behalf of the organization.

Alternative quotations shall be considered as requested in the bid documents.

Any correspondence by mail or telephone, pertaining to adjustments or corrections to a bid already submitted, shall not be considered. A bidder wishing to adjust a bid must first withdraw the original quotation and re-submit the alternative bid in accordance with the provisions contained herein prior to the closing.

All Contractors requested to submit bids shall be advised, by the Corporation of the Municipality of Brighton (the Municipality), of all revisions, deletions, substitutions and additions of the specifications or of any extension of the closing time or of cancellation of the RFQ (via an addendum). Suppliers who have submitted quotations prior to notification shall be given the opportunity to withdraw and resubmit their quotation.

The Contractor must assume full responsibility for delivery of the completed quotation. The Municipality accepts no responsibility for any loss or delay with respect to quotations that are delivered to any location other than that specified.

Receiving Quotations:

Quotations must be sealed and clearly marked as to the contents and shall be submitted to the Municipality of Brighton Municipal Offices, 35 Alice Street Brighton, Ontario, K0K 1H0. Each quotation shall be time and date stamped on the exterior of the unopened envelope. Documents received on or before the date and time for closing of the RFQ shall become property of the Municipality. Quotation packages received

subsequent to the date and time for closing of the RFQ shall be returned unopened to the contractor.

Proposal Preparation Costs:

The Municipality shall accept no responsibility for the cost of preparing or shipping submitted quotations.

Questions/Clarifications Request:

No interpretation or clarification of the meaning of any part of this RFQ will be made orally to any respondent. Respondents must request interpretation or clarification in writing from the municipality by fax or e-mail.

1. INSURANCE

- 1.** Proof of appropriate liability insurance must be given. Two (2) million dollars minimum per occurrence with the Municipality of Brighton named as a co-insured entity.

2. WORKPLACE SAFETY AND INSURANCE BOARD

Prior to execution of the Contract Documents, the successful Vendor shall provide to the Municipality a clearance from the Workplace Safety and Insurance Board certifying that all assessments have been paid and that the Contractor is in good standing with the WSIB.

3. AWARD AND EXECUTION OF CONTRACT

- 1.** For the purposes of this Contract, the date of award of the Contract shall be deemed to be the date when the Municipality has in writing notified the Proponents by e-mail, courier or fax that the Condition Precedent to Award has been satisfied.

- 2.** Without limitation and to summarize the requirements of other paragraphs of the information for Proponents, the following documentation is required from the Contractor prior to or upon execution of the Contract:

- a) The Contractor's HST Registration Number

- b) The proof of insurance
- c) The Workers Safety Insurance Board Clearance

If the Contractor refuses or fails to execute the Contract within ten (10) working days of the date of the award, it will be considered that the contractor has abandoned all rights and interests in the contract and the tender deposit of the Contractor shall be forfeited to the Owner as liquidated damages. The Owner shall, in such event, be free to award the Contract to another Contractor or to re-advertise the work.

PART IV – FORM OF QUOTATION

To: The Corporation of the Municipality of Brighton

35 Alice Street

BRIGHTON, ON

K0K 1H0

The undersigned, hereinafter called the Contractor, having examined the Specifications, General Conditions, the plans attached thereto, and all other information and documents pertaining to the proposed project, and being aware of all the conditions affecting the cost of the work, hereby offer to furnish all labour, material, supervision, tools, construction equipment, insurance, WSIB, and other facilities (other than those specifically stated in the specification as being supplied by others) and to perform all necessary work and proper for or incidental to the project and associated work at the site together with the guaranteeing of same in conformity with the contract to be entered into upon acceptance of this quotation.

Sub. Total= _____

HST = _____

STIPULATED SUM= _____

FOR THE STIPULATED SUM OF _____

_____ Dollars (\$) _____) including all taxes.

This quotation may, at any time within 30 days of closing time for receipt of quotations, be accepted by the Corporation of the Municipality of Brighton and the quotation shall continue open for acceptance and is irrevocable within the said 30 day period and until a formal contract is executed by the successful Contractor.

All of which is submitted and duly executed under the corporate seal, this _____ day of _____ 2020.

Print Name _____

Address & Phone _____

Signature _____

COMPLETION OF THE WORK

We, (Consultant Name) _____ agree to commence work within _____ calendar days from the date of entering into an agreement with the Municipality of Brighton.

We agree to complete the work within _____ days from the date of entering into an agreement with the Municipality of Brighton.

