



REQUEST FOR PROPSAL RDS-2026-07

Biennial OSIM Bridge

Inspection and Capital Needs Analysis

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1.0 INTRODUCTION

The Town of Gananoque is a historic waterfront community located along the St. Lawrence River in Eastern Ontario. With a population of more than 5,000 residents and over 2500 households, the Town provides a wide range of municipal services focused on maintaining infrastructure, supporting community well-being, and ensuring a high quality of life. Gananoque's municipal government is committed to transparency, accountability and effective service delivery. The Town undertakes regular capital projects and operational initiatives to maintain and improve public assets and services. Through its procurement processes, the Town seeks qualified vendors, contractors, engineers and consultants capable of delivering reliable, high-quality work in accordance with municipal standards and applicable regulations.

The meaning of "Gananoque" is a debated term of Indigenous origin, with proposed interpretations including "rocks rising out of the water," "water rising over rocks," "Town on Two Rivers" and "place of health," reflecting its geography where the Gananoque River meets the St. Lawrence River. The name was given by First Nations peoples to the area where the river flows over rocks and was a recognized place for healing and harvesting for thousands of years.

Bridge inspections must be completed every other year in accordance with the MTO Ontario Structure Inspection Manual (OSIM-2018).

The Town of Gananoque, otherwise referred to as “the Town”, is seeking RFP submissions from qualified Respondents to provide Professional Engineering Services for The Town’s Biennial OSIM Inspections and Report.



2.0 INFORMATION TO BIDDERS

RFP Deadline: **July 28, 2026**
RFP Closing Time: 1:00 p.m.
Questions Deadline: July 21, 2026 at 1:00 pm
RFP Submissions: www.biddingo.com

3.0 GENERAL

1. All RFP submissions must be submitted via www.Biddingo.com on the forms supplied by the Town.
2. Any other form of submission will not be accepted.
3. The lowest or any bid not necessarily accepted.
4. The Town reserves the right to reject any or all submissions, proposals, quotations, as a whole or in parts, and waive formalities in the best interest of the Town, without stating reasons. Therefore, the lowest or any submission may not necessarily be accepted. If there is a limited number of submissions the Town reserves the right to terminate the RFP process or make further requests for submissions.
5. Only compliant submissions will be considered. Additionally, the Town reserves the right to waive minor defects, reject any or all bids, or reissue bids if it is in the Town's best interest. The Town reserves the right to terminate a RFP process at any time, without stating reasons.
6. By accessing an electronic RFP package on Biddingo.com you are considered registered for an RFP. Registered Bidders should receive notifications through Biddingo.com, however it is the responsibility of the interested Bidder to ensure all notifications are received and reviewed.
7. The Town may choose to issue addendums to provide clarification or additional information during a RFP process. Addenda will be uploaded on Biddingo.com and it shall be the responsibility of the Bidder to ensure any or all Addendums have been reviewed and are included with the Bid submission. If addendums are not included with submissions, bids may be rejected.
8. Bids received after the deadline will be rejected.
9. Questions received after the deadline will not be considered.
10. All questions must be submitted via Biddingo. Questions submitted via email will not be considered.
11. Bid submissions are generally opened publicly immediately following the closing date. Exceptions will be advertised.
12. A RFP submission must meet all required specifications.
13. It is the responsibility of a Bidder to understand the terms and conditions outlined in an RFP document prior to submitting a Bid.
14. The Standard RFP Terms & Conditions form a part of each RFP and apply in like force to contracts for the purchase of materials, supplies, equipment and services. The Bid Form, Bidder Information Form and Bidder Declaration Form as provided, must be completed

and submitted as part of the RFP submission.

15. All RFPs submitted to the Town will bind Bidders to the Terms and Conditions herein.
16. All Bids received will be held in strict confidence until after the closing date and time.
17. The successful Bidder must meet all required health and safety standards as per the Ontario Health and Safety Act, Workplace Safety Insurance Board (WSIB) and Ministry of Labour requirements.
18. Bids submitted for consideration will be evaluated on overall impression, quality, experience, proposed approach, professional fees as laid out in Section 9.0, and any other factors which the Town deems appropriate for the best value for the Town.
19. The Bid Price shall be for the complete work as specified in the RFP and must include all labour, material, equipment, overhead, profit, supervision, statutory and delivery charges and be in Canadian dollars.
20. The Town is subject to payment of sales and excise taxes imposed by the Federal and Provincial Governments and such taxes must be included in RFP prices, as a separate line item, unless otherwise specified in the RFP.
21. All components must be free from deficiencies that may affect their operation or serviceability.
22. Bidders must declare that the RFP is not made in connection with any other Bidder submitting an RFP for the same commodity(ies) and is in all respects fair and without collusion or fraud. The Bidder must declare that there is no conflict of interest. In order to ensure fairness, the Town reserves the right to disqualify, at any time and at its sole discretion, any Respondent engaging in lobbying in connection with a competitive bidding process. The Town may disqualify a Respondent at any time in the procurement process, including after the selection process, if the Town determines it may give unfair advantage to one Respondent relative to others. Lobbying may include: verbal or written communication with or to any Town staff or Council member other than those identified as contacts in the RFP; verbal or written communication with any expert or advisor assisting in the evaluation selection process; any communication with the RFP evaluation or selection team other than those identified as contacts within the RFP; direct or indirect requests by the Respondent to any person, organization or group to provide written or verbal expression of support not required by the competitive bidding process; no member of Council or employee of the Town has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise on the performance of the said contract.
23. The Town meets the definition under the Broader Public Sector to access Ontario Government purchasing discounts and Vendors of Records. Bidders should price accordingly.
24. The Town will not be liable to reimburse any bidder for any costs associated in developing a RFP submission, attending meetings, demonstrations, legal services or any other

service that may be required in the bid submission process.

25. A Bid submission may be withdrawn at any time prior to the RFP deadline, by sending an email to pwmanager@gananoque.ca from the firm's senior official authorizing the withdrawal. The Town will verify the withdrawal with a telephone call to the firm's senior official. There shall be no withdrawals following the closing deadline.
26. Consideration may be given, at the Town's discretion, to items varying slightly from specifications. Bidders are required to show exact details of the variations being offered for consideration.
27. Collection of Personal Information and Confidentiality Provision – Any personal information collected through the RFP process will be done so, and managed, in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Any personal information collected is being done so for the purposes of proposal review and potential Contractor selection. All responses to this RFP shall only be treated as Third Party Information and/or Economic or Other Interests in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act where an explicit request to do so is provided in writing in the proposal. Submission of a proposal, without this explicit request, shall constitute consent for disclosure in accordance with the Act. The information contained in this RFP shall be utilized by the Bidder, solely for the purposes of preparing a submission. Any other use of the information for any other purpose is not authorized by the Town.
28. Standard Terms and Conditions – The Town maintains a standard terms and conditions that apply to this RFP, a copy of which can be found within the Town's Procurement of Goods and Services Policy.

4.0 QUALIFICATIONS

Interested and qualified firms or individuals are invited to develop and submit a Proposal setting out their qualifications, experience and conceptual Proposal to achieve The Town's goals. The Town will consider entering into a contract for the most acceptable Proposal, which will be determined having regard to the evaluation factors set out in this RFP.

The RFP will strive to adhere to the dates identified in Information to Bidders, unless The Town elects to alter the dates, in which event, the Proponents shall be notified of the change.

5.0 TERMS AND CONDITIONS

The Terms and Conditions set out in this document shall apply to all submissions. Proposal submissions indicate the Proponent's acceptance of all the Terms that follow, and which are included in any Addenda issued by The Town. Provisions in the

Proposals which contradict any Terms of this RFP will be treated as if not written and do not exist.

6.0 INSURANCE

WSIB Compliance

The successful Contractor/Qualified Person must comply with all applicable regulations of the Workplace Safety and Insurance Board (WSIB) in relation to the contract work and all individuals employed in connection with it. A valid WSIB Certificate of Clearance must be provided to the Town prior to the commencement of work and must be maintained in good standing for the duration of the contract.

Contractor Liability

The successful Contractor shall be fully liable for any injuries or fatalities to persons, and for any damage to property arising from their operations or those of any Sub-Contractors and their employees, whether on-site or off-site. The Contractor shall indemnify and hold harmless the Town of Gananoque from any and all claims, actions, damages and associated costs resulting from negligence, substandard workmanship or materials, or any other cause related to the execution of the work.

Insurance – Liability, Automotive and Non-Owned Automobile Insurance

Without in any way limiting the liability of any successful Contractor, the Contractor shall:

- a. Maintain and keep in force during the term of the contract, General Liability Insurance protecting the Contractor's liability, legal or assumed, under the contract for all claims arising from personal injury to members of the public, damage to property of public including loss of use of such property and the minimum insurance shall be \$5,000,000.00.
- b. Maintain and keep in force during the term of the contract, automobile and non-owned automobile insurance on all vehicles used in connection with the work under this contract. Such insurance is to carry the minimum limit of \$2,000,000.00.
- c. Maintain and keep in force during the term of the contract, Contractor's contingent liability insurance, covering the liability of the Contractor under this contract in respect to any Sub-Contractor's same limits.
- d. Deposit with the Town, before commencing any work under this contract, a certificate of insurance detailing the coverage and expiry date for all policies duly executed by the insuring company stating that if said policies are cancelled or changed in any manner, sixty (60) days written notice of such change or cancellation will be given to the Corporation of the Town of Gananoque, Clerk. The Town shall be shown as an additional insured.

7.0 HEALTH AND SAFETY

Health and Safety is very important to the Town. All bidders shall ensure that they retain a regulated, valid Health and Safety Plan that conforms to the Occupational Health and Safety Act, (OHSA) R.S.O. 1990, as well as the 25 regulations under the OHSA, and all

amendments held within. The Town supports a safe and healthy workplace, as well as holds the health and safety of its residents, business owners and visitors as high priority. The successful bidder must submit their Health and Safety Plan to the Town prior to commencement of the Work.

8.0 AWARD

1. Lowest Bid not necessarily accepted.
2. Bid submissions are opened publicly following the closing deadline, unless otherwise advertised. Public openings are a process to announce and record all bids received prior to the deadline. Bidders should note that the pricing information read aloud is **preliminary** in nature and is considered **unofficial**. Unofficial results should not be construed as an indication of the successful Bidder. All documentation is subject to review for mathematical accuracies, compliance with the specifications and terms and conditions of the contract and Council approval.
3. The Bid submitted shall remain valid for at least ninety (90) days from the RFP Closing Date.
4. A Bidder must be prepared, if requested, to present evidence of experience, ability, service facilities and financial standing, necessary to meet satisfactorily the requirements set forth or implied in the RFP.
5. The Town reserves the right to terminate the contract for sufficient cause, including but not limited to poor performance, late delivery, inferior quality, incorrect pricing or health and safety concerns. If the successful Contractor fails to perform the work properly or fails to perform any provision of this RFP, the Town may terminate the contract with written notice.
6. Consideration may be given, at the Town's discretion, to Bidders who can illustrate environmental innovation within their work practices or materials being used. Bidders are required to show exact details of their innovations.
7. The Town reserves the right to inspect any vehicle or equipment as a result of a RFP and the decision shall be at the Town's sole discretion to determine if the vehicle or equipment being supplied meet the basic requirements of the Town.
8. Upon completion of evaluations of Bids submitted, the Town will contact the successful Bidder and enter into an Agreement, following Council's approval of acceptance.

9.0 EVALUATION

The Evaluation process will be based on the following categories for a total of 100 points: Proposals will be evaluated based on:

<u>Overall Impression</u> – The overall quality and depth of the proposal	15%
<u>Qualifications</u> – The overall capabilities, strengths, depth and strength of organizational structure and qualifications of individual team members	20%
<u>Experience</u> – The overall experience based upon history of successfully providing similar services. References may be contacted to verify satisfactory performance on similar projects	20%
<u>Proposed Approach</u> – The overall proposed approach to the project, including work plan/timelines and deliverables	15%
<u>Professional Fees</u> – Cost breakdown and deliverables that provide a clear understanding of the work plan	30%

The Proponent with the highest overall Evaluation Score may be identified as the successful bidder and provided an opportunity to negotiate a contract to perform the Work.

10.0 TERMS OF PAYMENT and INVOICES

The Town's terms of payment are net thirty (30) calendar days following receipt of the invoice. Invoices are to be forwarded to Accounts Payable at accountspayable@gananoque.ca. Invoices submitted for goods not received or services not complete will be held until services are complete and deliveries are received.

11.0 TERMINATION

The Town reserves the right to terminate a Contract for sufficient cause, including but not limited to, poor performance, late delivery(ies), inferior performance or quality, incorrect pricing, health and safety concerns or failure to meet specifications and deadlines. If the Contractor should neglect to perform the work properly or fail to perform any provision of the RFP, the Town may terminate the contract with notice to the Contractor.

12.0 BIDDERS TO INVESTIGATE

It shall be the Bidder's responsibility to undertake a thorough and professional examination and inspection of all components of the RFP documents and the respective proposed work site(s); in the process undertake whatever means necessary as they may prefer to thoroughly investigate and fully understand all aspects, conditions and elements of the work(s) being proposed. The Bidder shall carefully examine all available information so the prices submitted commensurate with the nature of the work.

13.0 LIQUIDATED DAMAGES

It is agreed by the parties to the Contract that in case all the work called for under the Contract is not finished or completed within the date of completion specified, a loss or damage will be sustained by the Town. Since it is and will be impracticable and extremely difficult to ascertain and determine the actual damages which the Town will suffer in the event of any such delay, the parties hereto agree that the Contractor will pay to the Town the sum of **\$500** for liquidated damages for each and every calendar day's delay in mobilizing to complete the required maintenance for the Town. It is agreed that this amount is an estimate of the actual loss or damage to the Town which will accrue during the period in excess of the specified completion date.

14.0 CONTRACTOR RESPONSIBILITY

The Contractor accepts all responsibility for the actions of its employees and any damages, either real or perceived, that are deemed to be a result of its traffic control marking operations on Town property. The Town is deemed to be saved harmless in relation to any actions brought against the Contractor.

The Contractor must clean up and dispose of any waste product, excess packaging or garbage in an approved manner. Failure to do so will result in the cost associated with the clean up being deducted from monies that are owed to the Contractor.

15.0 ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

Pursuant to the Accessibility for Ontarians With Disabilities Act (AODA), 2005, Regulation 191/11 (the Act), the Contractor shall ensure that all of their employees, agents, volunteers, or others who will be involved in providing service on behalf of the Town, receive training about the provision of goods and services provided to people with disabilities. The Contractor shall submit to the Town, documentations describing their accessible training policies, practices and procedures, and a summary of the contents of training, together with a record of the dates on which training was provided and the attendees.

The Town reserves the right to require the Contractor, at the Contractor's expense, to amend their training policies, practices and procedures, if the City deems them not to be in compliance with the requirements of the Regulation. The Contractor shall only assign those employees who have successfully completed training, in accordance with Section 5 of the Integrated Accessibility Standards (IASR), to provide services on behalf of the Town of Gananoque.

16.0 SCOPE OF WORK

Engineering firms are requested to provide a detailed proposal to complete the main focuses of the Work described in this Request for Proposal which includes, but is not limited to:

1. Complete an in-field visual inspection for all bridges and culverts located in the Town of Gananoque's municipal boundaries, listed in Schedule A, under the direction and supervision of a professional licenced engineer.

2. Develop OSIM Inspection Reports for each structure, including observation notes, comments on field inspections and photos of each structure.
3. Develop a prioritized list of maintenance needs and associated costs.
4. Develop a prioritized list of repairs and/or replacement needs for each structure and associated costs in current dollar years.
5. Develop a bridge inspection report detailing all deficiencies and initiating an asset management plan for capital works budgeting.
6. Identify the required solutions required to satisfy all relevant laws and Ontario Regulations.
5. Provide an updated current replacement value for each structure.
6. Generate a Detailed Summary Report.
7. Submit a final OSIM Report to the Town no later than November 13, 2026.

The Proposal shall include a fixed lump sum price for undertaking the Scope of Work as described herein. The fee proposal shall include any sub-consultants and all disbursements. The Proposal shall be all inclusive and must include the deliverables identified, any unforeseeable deliveries for a project of this nature and as described in this RFP.

The Proposal should include a history of the firm, including details of comparable projects and previous experience in the design of public buildings, with emphasis on heritage buildings and administrative offices. Include sufficient detail to allow the Evaluation Team to understand your role in the project, the value added by your participation, and all relevant information necessary to assess your qualifications to undertake the Scope of Services.

The Proponent shall submit CVs for all personnel to work on the project. CVs shall be up-to-date and shall be submitted as an Appendix in alphabetical name sequence.

Proponents shall identify each employee's demonstrated relevant experience and education and include the following:

demonstrate required experience and skill sets;

detailed individual resumes;

brief description of relevant projects and complexity including individual's role, responsibilities and length of time spent on the project;

provide, for each project, references which may be contacted.

OSIM Inspection Report

Create a report including each OSIM inspection report as an appendix. In the report, The Town will require the successful Proponent to state all deficiencies and provide a complete detailed summary for each bridge. The report must also include an asset management plan showing the required capital expenditure and priority of work detailing what maintenance is required, estimated costs of the required maintenance, and the proposed timeline to coincide with budgeting efforts from The Town.

17.0 Background Documents

Copies of the following documents are available online at www.gananoque.ca

2024 Biennial OSIM Inspections by Greer Galloway Group Inc.
2022 Biennial OSIM Inspections by Jewell Engineering

Bridge/Culvert and Location

APPENDIX A

Town Owned Bridges, Boardwalks and Large Culverts List

Attached to this document as Schedule A

BIDDER INFORMATION SHEET

BIDDER INFORMATION SHEET	
Company Name	
Contact Name	
Position	
Address	
Phone Number	
Email Address	
HST #	

BID FORM

BID PROPOSAL	BID PRICE
Biennial OSIM Inspections and Capital Needs Analysis	\$
HST	\$
TOTAL BID PRICE	\$

Signature

Notes

1. All work to conform to the Ontario Provincial Standard Specification (OPSS), Ontario Provincial Standard Drawings (OPSD) and Town of Gananoque Standards where applicable and to the manufacturer's instructions for proprietary products.
2. Quantities are estimated for RFP purposes only. Payment will be based on actual quantities measured as approved by the Manager of Public Works or designated representative.

Signature

BIDDER DECLARATION FORM

I/We (enter name) _____

Title/Position _____

Organization or Business _____

(the undersigned) have carefully examined the RFP documents and specifications and am fully informed as to the Town's requirements. I/We hereby offer to supply the specified truck, complete with all equipment for the price listed in the Bid Form.

I /We declare that no person, firm or corporation other than the one who's signature or the signature of whose proper officers is attached below, has any interest in this Proposal or in the Contract proposed to be undertaken.

I/We further declare that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same work and is in all respects fair and without collusion or fraud.

I/We further declare that no Town employee, or Member of Council and their families is, or will become interested directly as a contracting party or otherwise or in the performance of the Contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.

I/We further declare that the several matters stated in the said RFP are in all respects true.

I/We further declare that I/We have examined the Request for RFP in detail and hereby propose and offer to enter into a Contract to provide all of the items mentioned and described or implied therein, including, in every case, freight, duty exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities provided, and Unit Prices attached to this Bid.

I/We agree that this offer is to continue open for acceptance until a formal contract is executed or a Purchase Order is issued to the successful Bidder.

Signature of Authorized Officer

Date

Seal (if applicable)

Name of Authorized Officer (please print) _____

Signature of Witness

Date

Name of Witness (please print) _____

APPENDIX A

The Town owns and maintains road bridges, pedestrian bridges and culverts that require bi-annual inspections and analysis. Infrastructure to be inspected in the RFP is listed below:

Road Bridges

Water Street Swing Bridge
Hudson Bridge
King Street Bridge

Pedestrians Bridges

Rail To Trail Pedestrian Bridge
Black (Snappers) Pedestrian Bridge
Confederation Basin Pedestrian Bridge
Power Canal Pedestrian Bridge
Riverside Loop Pedestrian Bridge (a.k.a. Wood Bridge)
Narrows Loop South Pedestrian Bridge
Stocking Hill Creek Pedestrian Bridge
Grasshopper Park Pedestrian Bridge

Large Culverts

Stone St N / Stocking Hill Creek Culvert
Charles St N / Stocking Hill Creek Culvert
Lagoon Access Rd / Stocking Hill Creek Culverts
Railway ROW / unnamed creek Culvert