

Township of Edwardsburgh Cardinal

Public Works Department



Request for Proposals (RFP)
“Cedar Grove Road – Engineering Services”
RFP # EC-PW-25-10
ISSUE Date: July 3, 2025

KEY PROPONENT INFORMATION

RFP Inquiry Closing Date: **12:00pm local time on Monday July 14, 2025**

RFP Closing Date: **2:00pm local time on Tuesday July 22, 2025**

PROPOSAL SUBMISSIONS

Proponents can electronically submit their proposals to David S Grant, Director of Operations at dsgrant@twpec.ca prior to 2:00pm local time on Tuesday July 22, 2025.

SUBMISSION REQUIREMENTS

The following information must be included with the submission:

- Completed and signed RFP Bid Form
- Gantt chart illustrating project schedule and outlined level of effort
- 3 references of similar size and scope of project(s)

PROPOSAL DISCREPANCIES, OMISSIONS, INTERPRETATIONS

Should a proponent find discrepancies in, or omissions in the bid form, or require interpretation of the information contained within, inquiries should be direct to David S Grant, Director of Operations at dsgrant@twpec.ca prior to 12:00pm local time on Monday July 14, 2025.

No oral interpretations will be provided; any modifications will be issued by an addendum and to all proponents.

PURPOSE

The Township of Edwardsburgh/Cardinal (hereafter referred to as “Township”) is seeking qualified engineering firms to submit proposals to provide design and tendering services for road reconstruction on Cedar Grove from Fraser Road, west to the Township boundary.

BACKGROUND

The Township is looking to complete road construction work on approximately 3.6km (3600 meters) of Cedar Grove Road beginning at the Fraser Road intersection and heading westerly to the Township boundary in 2026. The section of Cedar Grove Road between Hwy 16 and Fraser Road was resurfaced in 2024. This rural road is situated just north of Hwy 401 and slightly north/west of Hwy 16 and south/west of Hwy 416 on/off ramps.

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Although not an approved emergency detour route (EDR), the road experiences significant traffic volume increases during 400 series highway closures and will need to be taken into consideration as part of the road design.

The table below provides some road details:

Description	Asset 2141	Asset 2177
Name	Cedar Grove Road	Cedar Grove Road
Length (m)	2100	1500
From	Fraser Road	Noe Road
To	Noe Road	Boundary
MMS Class	4	4
Surface	Asphalt	Asphalt
# of Lanes	2	2
Surface Width (m)	6.4	6.4
ROW Width (m)	20	20

SCOPE OF PROJECT

The successful proponent shall:

- Complete a topographic survey of the entire road at a maximum of 50 m intervals, including all surface features within the municipal ROW and produce a drawing of existing conditions.
- Review existing conditions with a focus to improve geometric design (vertical and horizontal realignments, etc.).
- Coordinate, subject to Township pre-approval, any legal survey, geotechnical investigation or environmental permitting requirements. Township will directly pay for the cost of any of this work.
- Produce 60%, 90% and 100% design drawings set that include Removals, Construction Drawings (that Includes Plan and Profile for the Proposed Roadway), Cross culverts and Rural Cross Sections.
- Produce a complete set of tender documents and project cost estimates ready for tender issue on Tuesday January 6, 2026.

GENERAL CONDITIONS

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1. Proposals shall remain valid and open for acceptance by the Township for a period of sixty (60) calendar days following the due date for receipt of submissions.
2. The Township will not be responsible for any costs incurred in the preparation and submission of proposal.
3. Neither the lowest cost nor any proposal shall necessarily be accepted and the decision of the Township is final. The Township also reserves the right to cancel this Request for Proposal at any time, without penalty or cost to the Township. This Request for Proposal and the resulting proposals received should not be considered a commitment by the Township to enter into any contract.
4. The proponent agrees to protect, defend, indemnify, and hold harmless the Township, its elected officials, agents and employees from and against any liability, damages, claims, suits, liens and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to any person or persons, or damage to the property or other rights of any person or persons, caused by the respondent's submittals. Proponent's obligation to protect, defend, indemnify and hold harmless, as set forth above, shall include any matter arising out of the actual or alleged unfair competition, disparagement of service, or other business tort of any type whatsoever, or any actual or alleged violation of professional regulations.
5. All documents and material prepared pursuant to this RFP are the property of the Township. The Township shall have the unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared under this process.
6. The Township is subject to the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c.M.56, as amended (MFIPPA) with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Township in response to this Request for Proposal may be available to the public.
7. All required insurance coverage shall be the responsibility of the bidder and include at a minimum; errors and omissions, general liability (5 million) and vehicle liability (2 million).
8. The successful proponent agrees to enter into a contract agreement with the Township.

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PAYMENT

- a. The total price and payment shall be shown in Canadian Funds
- b. Harmonized Sales Tax is applicable and shall be shown in the appropriate specified space(s) on the bid form
- c. Township will make payment of accounts within (30) thirty days of the date on which the invoice is received subject to approval and confirmation of services rendered.

EVALUATION

RFP evaluation will be based on the following criteria:

- Relevant experience and successes of the bidder/firm
- Schedule and Timelines
- Price

Request for Proposal – Bid Form

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Project Name: Cedar Grove Road Engineering Services

Contractor Information

Company Name: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

Name of Authorized Official: _____

Email Address: _____

Description	Cost
Topographic Survey and Base Plan	
Coordination of Surveys/Investigations/Permits	
Detailed Design Drawings	
Tender Documents	
Sub Total:	
HST	
Total:	

I/We have read the Tender Documents thoroughly, and understand the contractual requirements contained therein.

NAME & POSITION

SIGNATURE

(PAGE 6 MUST BE COMPLETED AND RETURNED WITH SUBMISSION)

The lowest or any Bid will not necessarily be accepted.