



# **THE CORPORATION OF THE TOWNSHIP OF MCKELLAR**

invites

## **REQUEST FOR PROPOSAL RFP-2025-12**

### **OSIM Inspections for Municipal Bridges and Culverts**

Sealed Tenders, clearly marked  
**RFP-2025-12**

**OSIM Inspections for Municipal Bridges and Culverts**

will be received by the undersigned until 2:00 p.m.  
On June 5, 2025

Lowest or any Quotation not necessarily accepted.

Thomas Stoneman, Public Works Superintendent  
Township of McKellar  
P.O. Box 69, 701 Hwy 124  
McKellar, ON P0G 1C0  
[roads@mckellar.ca](mailto:roads@mckellar.ca)  
(705) 773-9001

Please Note:

Before submitting a Proposal package, you can obtain further information by contacting the Public Works Superintendent at (705) 773-9001.

**Accessible Formats and Communication Supports Are Available, Upon Request**

## **TERMS OF REFERENCE, SPECIFICATIONS, DELIVERABLES**

### **1. INTRODUCTION**

The Township of McKellar is seeking proponents to provide proposals for inspecting seven (7) bridges and two (2) large culvert installations within the Township of McKellar, and to create a report regarding their findings. The inspection shall conform to the standards set out in the Canadian Highway Bridge Design Code and Ontario Regulation 104/97, s. 2(1). The inspection shall be performed in compliance with the latest edition and addendums of the Ontario Structure Inspection Manual (OSIM).

The Project may be completed at any point this summer/fall, with completed documentation to be provided to the Township no later than November 15, 2025.

### **2. FIELD WORK AND BRIDGE/CULVERT INSPECTION**

Existing inspection reports can be acquired from the Clerk/Administrator by emailing [clerk@mckellar.ca](mailto:clerk@mckellar.ca). Where existing data is not available, the Consultant shall be responsible for photographing, measuring and documenting the bridge components sufficiently to update and complete the inspection.

For all sites, the Consultant shall identify, measure, photograph and document all bridge components and site conditions sufficiently to complete the Municipal Structure Inspection Form in accordance with the OSIM.

Inspect and document the existing condition of the bridges;

- a. Use forms in accordance with the OSIM to collect and record data.
- b. Where the consultant determines that a detailed material condition survey is required, they shall notify the Municipality prior to proceeding and shall obtain approval to proceed.
- c. Where the consultant has determined that an element of a structure requires monitoring, they shall establish a simple survey control before leaving the bridge site.
- d. Underwater investigations are not required.
- e. List any specialty equipment being used, if required, for the field inspections.
- f. Consultant shall comply with all local and provincial traffic safety laws during all bridge inspections and evaluations.

### **3. RECOMMENDATIONS**

The Consultant shall provide recommendations that:

- a. Improve traffic safety.
- b. Indicate which structures require a structural load evaluation.

All recommendations should be reasonable for each bridge/culvert site and can be implemented.

### **4. ESTIMATES**

- a. Prepare a detailed cost estimate for all recommendations on an Excel spreadsheet.
- b. Estimate the remaining useful life of the bridge/culvert without repairs.

## **5. BRIDGE/CULVERT REPORTS**

- a. All data collected and OSIM reports shall be presented in a three-ring binder and electronic format (PDF). The binder shall consist of all applicable photos and inspection forms associated with each bridge.
- b. All photographs shall be high-resolution digital photographs. Photographs shall include both approaches: views downstream and upstream, elevation views from both upstream and downstream sides, the underside of the bridge showing stringers, abutments, intermediate piers, wing walls, etc. All photos must be included in the electronic form of the reports.
- c. The beginning of the binder shall contain a table of contents for the binder. The binder shall be sectioned with section markers noting individual structures. Each section shall begin with a title page followed by a location map. The title page shall consist of the structure's name and date of inspection.
- d. Provide two hard-printed copies of the Final Report and an electronic copy of the report in PDF format.
- e. The Final Report is to be submitted by November 15, 2025.
- f. All data, photographs, reports, and information shall become the property of The Corporation of the Township of McKellar and may be used at the discretion of the Township.
- g. A presentation be made at a Regular Meeting of Council to present the report's findings to Council, staff and the public. Attendance can be in-person or virtual.

## **6. CONSULTANT REQUIREMENTS & RESPONSIBILITIES**

- a. The Consultant shall comply with the requirements of the Occupational Health and Safety Act and all Workers Safety Insurance Board's laws, policies or otherwise while undertaking any of the work described in these documents.
- b. The Consultant shall comply with all Provincial Statutes, Regulations and Environmental Legislation, laws, policies or otherwise while undertaking any of the work described in these documents.
- c. The Consultant is responsible for obtaining any permits and/or approvals required by Federal, Provincial or Regional legislation, necessary to complete the work described in this Request for Proposal Document.
- d. Consultants shall identify, in their proposals, any work included in this project that is intended to be subcontracted out and identify the Sub-Consultants that are intended to complete that portion of the work included in this Project.
- e. All work associated with this project shall be conducted according to the Ontario Traffic Manual, Book 7 Temporary Conditions. Proper signing, work zone identification, Traffic protection plans and a Traffic Control Person shall be employed to control vehicular traffic when workers and/or equipment are operating or working immediately adjacent to any roadway.

## 7. INSPECTION LOCATIONS

The following information is the approximate locations and descriptions of the sites that are included in the work described by this document. Consultants are recommended to perform site visits before submitting a proposal.

BRIDGE/CULVERT No. & NAME	LOCATION
<b>BRIDGE</b>	
0001 - Veterans Memorial Bridge	Centre Road, 2.70 km E. of Highway 124
0003 - Grey Owl Bridge	Grey Owl Road, 2.4 km W. of Highway 124
0004 - Hurdville Bridge	Hurdville Road, 6.80 km W of Centre Road
0005 - Stewart Park Bridge	Centre Road, 9.80 km S. of Highway 124
0006 - Broadbent Bridge	Dickinson Road, 0.20 km W. of Broadbent Road
0007 - Inholmes Bridge	Broadbent Road, 7.20 km N. of Hurdville Road
0008 - Ford Bridge	Broadbent Road, 8.70 km N. of Hurdville Road
<b>CULVERTS</b>	
0002 - Swan Lake Culvert	Balsam Road, 4.8 km N. of Centre Road
0010 - Blackwater Road Culvert	Blackwater Road, 2.0 km S. of Hurdville Road

## 8. PROPOSAL GUIDELINES

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until June 5, 2025, at 2:00 PM local time. Any proposals received after this date and time will be returned to the sender unopened. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive, including any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include the name and description of the organizations being contracted.

All costs must be itemized, including an explanation of all fees and expenses.

All prices quoted shall be in Canadian funds and shall include all duty, custom clearances, fuel tax, shipping costs, and HST shall be extra where applicable.

Proponents agree to prepare and submit bids at their own cost. The Township of McKellar is not obligated in any way to pay costs of any kind or nature whatsoever that may be incurred by a Proponent or any third parties in the bid process relating to the RFP. All such costs shall be the Proponent's sole responsibility.

Contract terms and conditions will be negotiated with the selected winning bidder for this RFP. Proponents are to supply the names of three clients with whom they have performed or are performing similar projects.

**All proposals received must remain valid for acceptance up to 90 days beyond the closing date.**

Should there be any discrepancies or omissions in the proposal document, or any doubt as to its meaning, inquiries should be made in writing to:

Thomas Stoneman, Public Works Superintendent  
Township of McKellar  
701 HWY 124, P.O Box 69  
McKellar, ON P0G 1C0

Phone: (705) 773-9001

Email: [roads@mckellar.ca](mailto:roads@mckellar.ca)

If a correction, explanation, or interpretation is deemed necessary or desirable, a written addendum will be issued to all proponents. Proponents should notify Thomas Stoneman in writing that they have taken this RFP in order to receive any addendums issued. A site meeting, if required, can be arranged with the Public Works Superintendent.

## **9. SUBMISSION**

For the Township of McKellar to evaluate Proposals fairly and completely, Proponents shall provide all requested information in the format specified in the RFP. Failure to provide all required information as detailed in this section may result in the Proponent being disqualified or scoring poorly in the evaluation.

Each Proponent shall submit one (1) formal package of their Proposal, in a sealed envelope, marked RFP No. 2025-12 Bridge & Culvert Inspections, by courier or hand delivered to:

Township of McKellar  
701 Highway 124  
P.O. Box 69  
McKellar, ON  
P0G 1C0

**Please note that no electronic submissions will be accepted.**

The submission package will contain the following items:

- A copy of this proposal form, including completed and signed three (3) forms attached hereto.

[Continued – next page]

- An indication of the Proponent's understanding of the project scope and requirements, including how each of the specific required services shall be met;
- An overview of the Company submitting the proposal, along with an overview of any sub-contractors which will be taking part in the work on behalf of the Proponent, and their legal/contractual relationship to the Proponent;
- An overview of the Proponent's experience and expertise, as well as the expertise of any subcontractors that will be involved as part of the Proponent's team. The **Proponent shall include at least three (3) references** that outline their previous or current Consulting relationships, of a similar nature as required in this RFP, with Ontario Municipalities, including the reference contact name, email, and telephone number. The Township of McKellar reserves the right to contact these or any other references where appropriate. The Proponent may include additional references for specific areas/projects;
- Proof of qualifications (i.e., copies of professional certificates)

## 10. EVALUATION CRITERIA, PROCESS AND AWARD

The Township of McKellar may make an award based on the Proposals received without further discussion with the Proponents. Therefore, each initial offer should contain the proponent's best terms and information, including all required documentation as listed in this RFP.

*Lowest or any Proposal not necessarily accepted.*

The successful Proponent shall be notified of the Award in writing to the address provided on the Form of Proposal, and may also be contacted verbally or electronically by the Lead Contact.

## 11. INSURANCE, LIABILITY & WSIB REQUIREMENTS

### 11.1 Indemnification

The Supplier shall defend, indemnify and save harmless the Corporation of the Township of McKellar, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The Supplier agrees to defend, indemnify and save harmless the Corporation of the Township of McKellar from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

### **11.2 Insurance Requirements**

The successful proponent shall, at their own expense, maintain and provide proof of the following insurance coverage, to the satisfaction of the Township:

Commercial General Liability Insurance in an amount not less than \$2,000,000 per occurrence, including coverage for: Bodily injury and property damage; Personal and advertising injury; Products and completed operations; Contractual liability; non-owned automobile liability; and Cross liability and severability of interest.

Automobile Liability Insurance with a limit of no less than \$2,000,000 per occurrence for all licensed vehicles used in connection with the work.

Professional Liability Insurance (if applicable) in an amount not less than \$2,000,000 per claim.

The Township of McKellar shall be named as an additional insured on the Commercial General Liability policy.

Certificates of insurance must be provided to the Township prior to commencement of work and must remain valid for the duration of the contract.

### **11.3 Workplace Safety & Insurance Board (WSIB)**

The successful proponent must be in good standing with the Workplace Safety and Insurance Board (WSIB). Prior to commencing work, the proponent must provide:

- A valid WSIB clearance certificate.
- Proof of registration with WSIB for all employees or subcontractors working on the project.

The proponent is responsible for maintaining WSIB coverage and compliance for the duration of the project and must provide updated clearance certificates as required.

**FORM OF PROPOSAL  
AGREEMENT TO CONTRACT AND SCHEDULE OF PRICES**

CONTRACT NUMBER: RFP-2025-12  
PROJECT TITLE: OSIM Inspection for Municipal Bridges and Culverts  
SUBMITTED TO: The Township of McKellar ("The Township")

I/We, \_\_\_\_\_  
(Company Name)

Of \_\_\_\_\_  
(Business Address)

have examined the RFP including all information to PROPONENTS, general terms and conditions, terms of reference, appendices and terms of reference as issued by THE TOWNSHIP, hereby offer and agree to enter a Contract to supply the SERVICES required by this RFP at the costs detailed in the Schedule of Prices below.

The undersigned offers to complete and supply the SERVICES in accordance with the instructions to PROPONENTS, terms, conditions, and terms of reference in the Request for Proposal 2025-12 for the price(s) shown on the Schedule of Prices attached to it. Furthermore, it is certified that the undersigned is/are authorized and empowered to sign and submit this RFP.

I/We hereby agree to supply to THE TOWNSHIP OF MCKELLAR the supply of all materials and application(s) of the Supply and Delivery of a Bridge Inspection Report as specified in these documents. The contractor is responsible for visiting the sites and viewing the proposed work in the establishment of pricing.

The SUPPLIER/CONTRACTOR has carefully examined, understands and accepts the requirements of this RFP, and has carefully examined the site and locations for the prices set forth herein, hereby offers to furnish all machinery, labour, tools, apparatus, and other means of construction and furnish all materials except as otherwise specified in the contract, and to complete the work in strict accordance with the PROPOSAL requirements. Furthermore, it is certified that the undersigned is/are authorized and empowered to sign and submit this RFP.



## FORM OF TENDER - AGREEMENT TO CONTRACT AND SCHEDULE PRICES

The PROPONENT hereby offers to complete the work specified in the PROPOSAL at the following prices, with Harmonized Sales Tax shown separately.

This proposal is irrevocable and remains open to acceptance by the Township for a period of ninety (90) calendar days after the date and time set for the submission of the proposal.

Indicate the price per item in the space provided. Prices shall be inclusive of all costs as needed, for a bridge inspection report as specified in this tender in full conformity with the specifications and information to bidders attached hereto, all duties, exchange, freight, transportation or other charges fully paid for the prices shown hereunder.

### Schedule of Prices

Having carefully examined the PROPOSAL document, visited the Site of the Work, and taken into account all conditions affecting the Work, we, the undersigned, hereby offer to furnish all necessary labour, materials, and equipment required to perform the project expeditiously and complete it satisfactorily, in accordance with the RFP.

Sub-Total      \$ \_\_\_\_\_

HST              \$ \_\_\_\_\_

**Total**              \$ \_\_\_\_\_

We confirm that the above-stipulated sum is in Canadian Dollars and includes all applicable taxes, royalties, customs duties, overhead, profit, insurance premiums, permits, and all other charges as of the date of this RFP, and is not subject to revisions due to changes in the cost of labour, materials, or other items. It is understood that work may be performed at times outside of business hours at no additional cost.

By signing below, I acknowledge that I have read and understood this RFP and I agree to abide by the terms and conditions contained herein.

**Authorized Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## REFERENCE INFORMATION

PROPOSERS are required to provide three (3) references listing contracts like the project described in this RFP and undertaken within the past three (3) years.

1) NAME (Company/Government Agency) \_\_\_\_\_

Contract Description \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address (if available): \_\_\_\_\_

Value of Contract \$ \_\_\_\_\_

2) NAME (Company/Government Agency) \_\_\_\_\_

Contract Description \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address (if available): \_\_\_\_\_

Value of Contract \$ \_\_\_\_\_

3) NAME (Company/Government Agency) \_\_\_\_\_

Contract Description \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address (if available): \_\_\_\_\_

Value of Contract \$ \_\_\_\_\_

The Township reserves the right to verify additional references and sources beyond those provided by the Proponent.

\_\_\_\_\_  
Company/PROPOSER

\_\_\_\_\_  
Authorized Signature

**NOTE:** THIS DOCUMENT MUST BE COMPLETED AND WILL FORM A PART OF THE SELECTION PROCESS