



**Request for Proposal  
(RFP)**

Water and Wastewater Master Servicing Study  
**PW-RFP-20-02**

Request for Proposals will be received not later than:

**Thursday, July 9, 2020  
11:00 a.m. Local Time**

Addressed to:

Attn: Wayne Hancock, Director of Public Works  
988 County Road 10,  
Millbrook, ON  
L0A 1G0

Re: RFP PW 20-02

## **1.0 Introduction**

The Township of Cavan Monaghan invites proposals from qualified proponents interested in providing consulting services to complete a Water and Wastewater Master Servicing Study for the Township of Cavan Monaghan. The Township is looking for a consultant to review and update the current plan to make it consistent with the current and future needs of the Township.

The requirements for responses to this Request for Proposal (RFP) are described in this document. The proposal must meet all of the requirements outlined. The Township, at its sole discretion, reserves the right to refuse any proposal and to re-issue this RFP.

The project will commence when a contract has been signed and will run for approximately 7 months.

The Township reserves the right not to accept any proposal and to select individual items specified in the scope of work. All proposals must be on Township forms which are available on Biddingo, the Township website [www.cavanmonaghan.net](http://www.cavanmonaghan.net), or by email upon request. Should the documents be downloaded from the municipal website under Bids and Tenders <https://www.cavanmonaghan.net/en/local-government/bids-and-tenders.aspx>, please send a confirmation email to [whancock@cavanmonaghan.net](mailto:whancock@cavanmonaghan.net) to be registered on the potential proponents' list. Failure to register may result in your proposal being disqualified. All proposals must include the original RFP-PW-20-02 document as reference in the submitted proposal, inclusive of any addendum.

The following sections are intended to guide the preparation of proposals for the Water and Wastewater Master Servicing Study.

## **2.0 Project Costs**

The contract between the Township of Cavan Monaghan and the consulting team shall specify the project costs. The cost shall be considered an upset figure which will not be exceeded. The project cost is one of the proposal evaluation criteria.

Please note that:

- a. The cost of advertising and room rentals required for meetings open to the public in the context of any public consultation process will be paid for by the Township of Cavan Monaghan. The Township will be responsible for the preparation and placing of all advertising and providing appropriate meeting facilities.
- b. The cost of any presentation support materials, exhibits and project products will be the responsibility of the consultant team.

- c. The proposal must outline all costs associated with supplying the identified services. The total price must be stated clearly at the outset and the work plan shall clearly identify the person-hours and fees associated with each task. Final selection will be subject to successful contract negotiations with the preferred consultant team.
- d. The Township will pay the consultant for providing the services in accordance with the payment terms set out in the contract, provided that the cost to complete the services as set out in the contract shall be the maximum amount that the Township shall be obliged to pay the consultant, unless otherwise agreed to in writing between the parties in advance of the execution of any work that may be considered beyond the scope of the contract.
- e. The consultant should consider the tax regime prevailing at the time of the contract submission closing date when determining pricing. All prices should be quoted net of applicable taxes and in Canadian funds.

### **3.0 Background**

#### **3.1 Study Area**

The Study Area includes all of the Township of Cavan Monaghan.

The Township of Cavan Monaghan is a lower tier municipality located in the County of Peterborough. The Township is made up of the Wards of Cavan, Millbrook and North Monaghan.

The Township is a predominantly agricultural municipality, forming the south west section of Peterborough County. The population of the Township of Cavan Monaghan is approximately 8800 and encompasses a geographic area of approximately 306 square kilometres.

Millbrook is the only serviced settlement area within the Township. The village was serviced in the 1970's with expansion with various developments. The original Wastewater Treatment Plant (WWTP) was replaced in 2015 with a new ISAM SBR Treatment train, this allowed for servicing lands north of Millbrook. This included an update to the Ontario Ministry of Environment, Conservation and Parks (MECP) Environmental Compliance Approval (ECA), this has rated the system based on both average and peak flows. The current Rated (average) capacity flows for the WWTP are 2,521 m<sup>3</sup>/day and the Peak Capacity is 8,242 m<sup>3</sup>/day. Millbrook's Water Treatment Plant (WTP) source is 3 drilled wells and has not had any major upgrades or changes to the WTP since completion in the 1970's. This is due in large part to the high quality and quantity of water found in the wells. The Permit-To-Take-Water (PTTW) was most recently amended February 2018, this was completed allow for peak flows during flushing activities.

The current rated peak capacity for the DWS is 3,000 m<sup>3</sup>/day. To support existing and future development around the municipal office, the Township built a new Water Storage Tank and Booster Pumping station. This provides increased storage capacity and pressure the new development.

Lands within Millbrook are designated to encourage the development of a complete community including residential, commercial, industrial, institutional and recreational land uses. Official Plan policy directs certain commercial uses to the downtown area and other commercial uses to the greenfield area. Larger employment and industrial uses are permitted predominantly in the greenfield area north of the downtown Millbrook.

Unserviced hamlet areas include Bailieboro, South Monaghan, Fraserville, Springville, Five Mile Turn, Mount Pleasant, Ida and Cavan. A variety of land uses are permitted in the hamlets. The hamlets do, however, tend to be largely residential. Consultant will confirm that hamlet areas will be serviced by private services, i.e. well and septic.

The Township has a number of established employment areas that primarily centre on transportation links. Lands are designated along the Highway 115, Highway 7, County Road 28, Airport Road and North Monaghan Parkway corridors. The Township is also home to the Peterborough Airport.

These lands are generally designated Rural Employment in the Township's Official Plan. The Rural Employment designation is intended to provide opportunities for those uses that, by their nature, may involve outdoor operations and generally provide goods and services to the rural community and businesses. The Township has adopted a Growth Management Strategy, which is the most up to date document on designation so rural and urban employment lands.

### **3.2 Project Rationale and Context**

The Township is requesting written proposals from engineering consultants to prepare a comprehensive Water and Wastewater Master Servicing Study ("Study"). The objectives of the Study are to:

1. Employ current standards to determine system hydraulics, system capacities, water treatment capacities, water availability, and water quality;
2. Determine a recommended servicing strategy that will provide the following over range of planning horizons (near to long term):
  - a. Expand the serviced area to include unserviced and undeveloped lands, particularly in the Highway 115 corridor, thereby creating the opportunity for development growth; and

- b. Allow the addition of new water network users to reduce per capita operating costs, in the most cost-effective way. It is expected that a comprehensive range of alternatives shall be considered in order to determine the best possible solution;
3. Create a Township GIS asset database for linear infrastructure and appurtenances, ensure that it is consistent and compatible with the financial asset management inventory (Public Sector Digest CityWide);
4. Ensure completeness of the Township's existing tabular asset inventory of the water and wastewater treatment plant components;
5. Construct an accurate water and wastewater network model for use in assessing future subdivision and development impacts on the Millbrook's Water and Wastewater System infrastructure;
6. Review existing infrastructure condition and performance and ability to accommodate the area's projected growth rates and economic analysis parameters to the 10-year horizon; and
7. Identify any new capital projects that may be required to support the above objectives and provide costs and possible impacts on user fees.

### **3.3 Objectives**

The Study shall be carried out in conformance with the Municipal Engineers Association Class Environmental Assessment (as amended) including the requirements in A.2.7 *Master Plans*. The Study is expected to be updated periodically as needed to adjust the necessary timeframes and projects as work is completed and the area develops. The Township's objective centres around proactively identifying and completing projects to remain competitive and foster growth, and thereby reducing per capita costs to run the system.

To prepare the Study, the Consultant shall be prepared to undertake the following:

1. Develop and document the planning & evaluation basis
  - a. Planning horizon
  - b. Background, historical review, planning policies & guidance
  - c. Geographic growth areas of people vs jobs
  - d. Population growth & employment estimates to be used for planning
  - e. Design flows, per capita, per unit and total (W & WW)
  - f. Constraints & opportunities
  - g. Evaluation criteria & weightings
2. Performance & capacity assessment of existing systems

- a. 4 systems to evaluate: W, WW, distribution, collection
  - b. Optimization and re-rating assessment of all systems (mainly plants)
  - c. Modeling (treatment, water distribution i.e. EPANET, WW collection)
3. Asset condition assessment for Water and Wasterwater
    - a. Create GIS database using the data from the CityWide asset database to make sure both have the same info.
    - b. Review existing Water and Wastewater Asset database and perform a condition assessment of assets (>\$50,000.00) to determine timeframe for replacement/improvement and budget cost.
4. Evaluation of potential servicing strategies
    - a. Expand existing Sites
    - b. New plants at new sites
    - c. Optimization & rerating of existing sites
    - d. Other strategies, such as peak flow storage, wet weather flow management, etc.
5. Identification of preferred strategy
    - a. Draft strategy for presentation to council & public
    - b. Confirm and/or revise strategy after consult
    - c. Includes capital investment projections
    - d. Capital program includes costs of asset maintenance & replacement per the asset inventory & condition assessment task
6. Public consultation
    - a. Public meetings/info sessions
    - b. Council meetings
    - c. Other stakeholder meetings – government ministries, stakeholder groups, first nations. Contact will be initially by correspondence but the in person through Zoom or otherwise.
7. W/WW Master Plan document
    - a. covering Phases 1 & 2 of MCEA process
    - b. documents all work
    - c. documents consultation activities
    - d. identifies next steps, budget & schedule needed to implement individual projects within the preferred servicing strategy
    - e. draft & final versions
    - f. electronic versions of everything in native program format
8. Identification of potential for area at Syer Line and Hwy 115 for water supply connection or pumping station to otherwise bring it into the urban area.

9. Consultant to investigate the property of 1256 Syer Line to see if water supply can be interconnected to the supply for the Urbanization extension/connection.

10. Project delivery

- a. Consultant internal PM
- b. Meetings with Township (status/technical meetings with Township team (Wayne Hancock/Kyle Phillips/Evan Grieger))

#### **4.0 Reference Material**

Included but not limited to:

- [Township of Cavan Monaghan Official Plan](#)
- [Township of Cavan Monaghan Zoning By-law No. 2018-58, as amended](#)
- [Township of Cavan Monaghan Zoning By-law 2018-58 Schedules](#)
- [Downtown Millbrook Revitalization Strategy](#)
- [Detailed Streetscape & Design Guidelines for Downtown Millbrook](#)
- [Growth Management Strategy 2019](#)
- [Downtown Millbrook Community Improvement Plan](#)
- [Township of Cavan Monaghan Development Charges By-law](#)

The studies listed below are available to consultants as requested from the Township.

- Township of Cavan Monaghan Corporate Strategic Plan 2019
- Township of Cavan Monaghan Road Needs Study
- Township of Cavan Monaghan Water and Wastewater Allocation Policy
- Provincial legislation as applicable
- Performance Data for Water and Wastewater Collection Systems
- Existing drawings for Water and Wastewater collection system and treatment plants

- Copy of Asset Management Database
- Millbrook East Future Development Drainage Sheets and Plans

## **5.0 Deliverables – End Project**

The Respondent shall provide the following:

- Three (3) hard paper copies of the final Water and Wastewater Master Servicing Study.
- An electronic copy of the final Study and all other supplementary information.
- Electronic copies of all data tables in a format that allows the Town to manipulate/correlate the data as it may choose to do. Copies of models in native program format (e.g. EPANET model)
- Electronic copies of all power-point presentation suitable for public viewing;
- All materials received from the Township of Cavan Monaghan;
- All project-related written notes and presentation materials prepared by the consultant;
- Final report presented to Council for adoption;
- The successful proponent will report directly to the Director of Public Works, Wayne Hancock.

## **6.0 Respondent Information Required in this Request**

Each proponent shall include the following in the Proponent's Proposal and any other requirements as indicated:

- a. Sufficient detailed and specific information and material to allow a complete evaluation of the Proposal.
- b. Curriculum Vitae, Experience and Qualifications:
  - i. Description of the proponent: a brief history with highlights of completion of a Water and Wastewater Servicing Master Plan.
  - ii. Relevant qualifications and demonstrated expertise of the Proponent.
  - iii. Identification of proposed project manager and provide at least one (1) alternative and project staff including the Task Leader for public



- engagement/consultation and their respective roles and responsibilities in the project team, and summaries of their roles and responsibilities on previous Master Servicing Plans.
- iv. Confirmation of team availability and commitment to meet the project schedule outlined.
  - v. Brief documentation of significant Master Servicing Plans projects, with project descriptions and client references.
- c. Detailed Work Plan and Methodology
- i. Outline of the understanding of the Objectives.
  - ii. A detailed work plan and proposed approach to completing the tasks described in the RFP Objectives. The detailed work plan should also include a person – hours task matrix outlining the number of hours each team member will work on each task.
- d. Project Schedule
- i. Outline of the approach proposed to meet the requested schedule.
  - ii. Outline of the additional resources that will be made available by the Proponent to meet set end dates, if delays occur during the project.
  - iii. Critical success factors to achieve project timeframes and deliverables.
- e. Fee Breakdown
- i. All Prices must be identified in the Proposal in their entirety unless otherwise stated. Prices shall be in Canadian dollar and be inclusive of all incidental costs, including, but not limited to labour, equipment, travel time, customs duty, excise tax, freight, insurance, fuels, energy costs etc. However, HST shall be shown separately.
  - ii. A detailed cost proposal for each task of the project will be provided to the Township by the Consultant based on the preparation of the Work Plan for the Water and Wastewater Master Servicing Study as described in the terms of reference. The cost proposal will be submitted separately from the technical proposal. The selected Consultant will complete the required work for the proposed budget and the upset limit shall not be exceeded during the project without written consent from the Township of Cavan Monaghan.
  - iii. Each part's cost proposal must include a table showing the breakdown of staff, hourly rates and staff hours by task with hour and cost totals for each task and the average hourly rate and total cost for the project for each part. As a minimum, hourly rates must be included for the following:
    1. Project Manager
    2. Senior Quality Assurance Reviewer
    3. Project Hydrogeologist(s)
    4. Project Engineer(s)

- 5. Project Consultation/Engagement Lead
  - 6. Project Environmental Assessment Lead
  - 7. Project Modeling Lead
  - iv. Additional specialized personnel and backup resources with hourly rates can be identified at the discretion of the proponent.
  - v. Sub-consultants and subcontractors must be identified in the proposal and details on costs allocated to each must be defined.
  - vi. The consultant shall ensure that it has the appropriate staff complement and resources to meet the project requirements and deadlines. The consultant shall demonstrate in its proposal that it has the appropriate redundant management and technical capabilities to meet the requirements of the project.
  - vii. The Consultant shall budget for project management as well as monthly meetings with the Township with duration of 2 hours each at the Municipal Office and the preparation of monthly progress reports and invoices. Monthly meetings are to be used to briefly present project status updates, to report on findings of the Project and to identify any scope, budget or schedule issues that may impact the project.
  - viii. To receive payment, invoices must include a summary, on a task by task basis, of the task budget, the spent to date, the budget remaining, percent complete, estimated costs to complete, any out of scope items identified and the project totals. Invoices for any additional Change Orders are to be included with the project invoices and monthly reports but are to be identified and tracked as a separate task.
- f. Information and Material about Proposed Subconsultants:
- i. The name of every subconsultant that the proponent proposes to retain.
  - ii. Details of the proposed subconsultant and previous experience in delivering a Water and Wastewater Master Servicing Plan.

## 7.0 Insurance and Indemnification

The successful bidder shall, at its own expense, obtain and maintain required insurance until the termination of the contract, and provide the Township with evidence of:

**Commercial General Liability** insurance on an occurrence basis for an amount not less than Five Million (\$5,000,000) dollars for any negligent acts or omissions by the bidder relating to its obligations under this Agreement.

Such insurance shall include, but is not limited to Bodily Injury and Property Damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile liability, broad form property damage,

owners and contractors' protective, products and completed operations, employees as additional Insured, occurrence property damage, contingent employers liability, cross liability and severability of interest clauses.

Such insurance shall add the Corporation of the Township of Cavan Monaghan as an additional insured subject to a waiver of subrogation in favour of the Township with respect to the operations of the bidder. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township. The successful bidder shall indemnify and hold the Corporation of the Township of Cavan Monaghan harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence act or omission whether willful or otherwise by the bidder, its agents, officers, employees or other persons for whom the bidder is legally responsible.

**Professional Liability (Errors and Omissions) Insurance** coverage shall be obtained to a limit of not less than Five Million (\$5,000,000) on claims made basis. Such coverage shall be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

The successful bidder shall at their own expense obtain and maintain insurance as stipulated in the contract for the duration of the contract. The bidder shall provide the Township with a letter from their insurance broker confirming their ability to meet the insurance requirement as set out in the contract and that if they are successful they will provide the Township with a certified copy of a liability insurance policy covering public liability and property damage for no less than the minimum amounts within 10 days of notification of acceptance of the contract award. The policy must contain; a "cross liability" clause or endorsement; an endorsement certifying that the Corporation of the Township of Cavan Monaghan and the successful bidder are included as an additional named insured; and, an endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty days prior written notice to the Township of Cavan Monaghan.

## **8.0 RFP Schedule**

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Township reserves the right to modify any or all dates at its sole discretion.

Release of RFP:	Thursday, June 18, 2020
Deadline for Submitting Inquiries:	Thursday, July 2, 2020
RFP Closes:	Thursday, July 9, 2020 11:00 a.m.

RFP Opening: Thursday, July 9, 2020 11:10 a.m.  
Report to Council: Tuesday, August 4, 2020

## **9.0 Submission of Proposals**

Sealed Proposals Plainly Marked “RFP-20-02 Water Wastewater Master Servicing Study” will be received until: **11:00 a.m. Thursday, July 9, 2020**. All submissions for this proposal must be electronically, through [www.biddingo.com](http://www.biddingo.com). Email Submissions will not be accepted. Within each submission there shall be two documents for the Technical Proposal and the Fee Proposal.

Each bidder is responsible for ensuring its bid is submitted prior to the proposal closing date and time. Bidders should allow sufficient time in the preparation of its bid submission to ensure it has been uploaded and completed on time. Any questions or issues uploading to Biddingo should contact Biddingo directly at 1-416-756-0955 or [ebidding@biddingo.com](mailto:ebidding@biddingo.com).

## **10.0 Proposal Opening**

Proposals will be opened at 11:10 a.m., local time, Thursday, July 9, 2020. Bids will be opened through video conferencing, with the appropriate staff as per the Purchasing By-law No. 2020-22. If the bidder would like to view the live meeting, please email Wayne Hancock from the Township Office at [whancock@cavanmonaghan.net](mailto:whancock@cavanmonaghan.net), by Wednesday, July 8, 2020 at 4:30 p.m. The link will be provided prior to the meeting starting. The video will be posted on the Township Website, <https://www.cavanmonaghan.net/en/local-government/bids-and-tenders.aspx>, following the opening.

## **11.0 Ownership and Delivery of Materials**

The successful consultant agrees that all information and material that constitutes any part of this project, acquired or prepared by the successful proponent pursuant to this contract shall, both during and following the termination of the contract, be the sole property of the Township, including all information and material provided by the Township to the proponent for the purposes of this contract.

Upon the request of the Township, the successful consultant agrees to deliver forthwith to the Township all materials and information specified in the request that is the property of the Township and in the possession or under the control of the successful consultant. No copy or duplicate of any such material or information delivered to the Township shall be retained by the successful consultant and/or supplier team without the prior written approval of the Township. The successful consultant further agrees not to destroy any material or information which is the

property of the Township without the Township's prior written approval. This provision survives the expiration or termination of the contract.

## 12.0 Pre-Submission and Other Information

If any Consultant has questions concerning the request, finds discrepancies or omissions in the solicitation document, or requires clarifications, such matters should be submitted via email to:

Wayne Hancock, Director of Public Works,  
E-mail: [whancock@cavanmonaghan.net](mailto:whancock@cavanmonaghan.net)

Lobbying or contact with Township staff, officials or advisers, including Councillors, about this RFP is prohibited and can be considered grounds for disqualification from the process.

All persons or companies who are directly or indirectly involved with private landowners in the Township or adjacent municipalities with regard to the development or potential development of employment lands are deemed to be in a conflict of interest and are ineligible to bid.

The Township reserves the right to request additional data or information after the Proposal date if, in the Township's sole view, such data or information is considered pertinent to aid the review and evaluation process.

The Township reserves the right to supplement, add to, delete from and change this solicitation document. Proponent will be advised by fax or e-mail of any changes that are made.

The Township reserves the right to reject any portion of any Proposal and/or reject all Proposals, to waive any informalities or irregularities in the Proposals, or to re-invite or to re-advertise.

Any amendments and/or questions will be circulated to all registered on the potential bidders list.

## 13.0 Evaluation Criteria

The following criteria, which are not in any particular order, will be used to determine the ranking of the respondent and proposed system:

<b>Evaluation Criteria</b>	<b>Score</b>
Understanding of Project Objectives	5
Experience and Qualifications of Project Team - Direct company, principal staff assigned to the project	25

and references for past performance with other municipalities preferably in the Ontario marketplace, in providing similar services within the last three years.	
Proposed Work plan <ul style="list-style-type: none"> <li>• Quality</li> <li>• Completeness</li> <li>• Unique/innovative approaches</li> </ul>	50
Schedule/Timetable	5
Pricing and Related Costs	15
<b>Total</b>	<b>100</b>

Interviews may be conducted if deemed necessary by the Evaluation Committee.

### **Water and Wastewater Master Servicing Study Evaluation Committee**

- The Evaluation Committee may consist of the Director of Public Works, Chief Building Official and the Project Engineer-Operations Supervisor for the Township.
- The Committee will evaluate the submissions based only on the established criteria as presented in the original bid documentation.
- A copy of the completed evaluation forms along with Committee recommendation will be kept in the care and control of the Township Director of Public Works in a confidential file and utilized for dispute resolution if necessary.
- Evaluation Committee shall prepare a recommendation to Council.

## **14.0 General Information for Respondents**

### **Sub-Contracting**

The selected consultant, who has been approved by the Council of the Township, shall be considered to be the prime contractor and shall keep the operation totally under their control and shall not assign, transfer or sub-contract any portion without the written approval of the Township. The consent of the Township for such assignment or sub-contracting shall not relieve the prime contractor from completion of the project in accordance with the terms of the contract.

Where a consultant submits a joint proposal or proposes a partnership arrangement, the consultant must assume the lead or prime contractor position. As

such, the consultant will have the overall responsibility for completing the project as proposed.

### **Contract Amendments and Revisions**

No amendment or revision to a contract shall be made unless the amendment is in the best interest of the Township and approved by the Township.

No amendment that changes the price of a contract shall be agreed to without a corresponding change order describing the change in requirement or scope of work.

Amendments to a contract are subject to the identification and availability of sufficient funds in appropriate accounts within the Township's Council approved budget including authorized revisions.

### **Payment**

Payment Terms shall be thirty (30) days net from the date when a progress invoice is received by the Township of Cavan Monaghan.

Payment for all the work specified in the proposal is included in the Contract Price. No separate measurement or payment will be made for individual items. The payment provided shall be deemed to include full compensation for the supply of information and materials.

### **Project Meetings**

#### **General**

The Township Director of Public Works will schedule meetings throughout progress of the project with written notice of each meeting, preside at meetings, record minutes to include significant proceedings and decisions, reproduce and distribute copies of minutes after each meeting to participants and parties affected by meeting decisions.

#### **Pre-project Meeting**

- 1) The Consultant shall be prepared to discuss the following subjects, as a minimum:
  - a) Project Schedule
  - b) Consultant's Project Representative
  - c) Progress Payment Procedures
  - d) Project Changes and Clarification Procedures

- 2) Attendees will include:
  - a) Township Representatives
  - b) Consultant's Office / Representatives
  - c) Subcontractors' representatives if applicable
  - d) Others as appropriate

### **Approval**

All RFP's are subject to Purchasing By-law No. 2020-22 and any amendments thereto. Notwithstanding the provisions of this By-law, the Municipality shall have the absolute discretion in awarding contracts and retains the right to reject any or all Bids. The decision of the Township shall be final. The successful consultant shall not make any claims for additional costs or expenses due to the delay in, or cancellation of the award of this RFP, due to the approval process.

### **Access to Information**

The disclosure of information received relevant to the issue of a bid solicitation or the award of contracts emanating from bid solicitations shall be made by the appropriate offices in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended.

All records and information pertaining to tenders, proposals and other sealed bids, which reveal a trade secret or scientific, technical, commercial, financial, legal or other human resources information supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:

- i. Prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations;
- ii. Result in similar information no longer being supplied to the Township where it is in the public interest that similar information continues to be so supplied;
- iii. Result in undue loss or gain to any person, group, committee or financial institution or agency; or
- iv. Result in information whose disclosure could reasonably be expected to be injurious to the financial interests of the Township.



**Response Form – A - Identification of Respondent**

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Name of Firm:

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Address:

---

City

Province

Post Code:

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Tel:

Fax:

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Email:

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Name of Person signing for Firm:

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Position of Person signing for Firm:

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Signature:

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Date:

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**Person signing must be authorized to sign on behalf of the Company/Individual represented, and to bind the Company/Individual to statements made in response to this contract.**

Do not remove any page from this quotation document.  
Failure to return all pages with your bid may invalidate your bid.

**Response Form – B - Contract**

**Re: Contract for Water and Wastewater Master Servicing Study for the Township of Cavan Monaghan**

The undersigned has examined the scope of the project described herein and is fully informed as to the nature of the work and the conditions related to its performance.

I/WE declare that I/WE have carefully examined addenda no.\* \_\_\_\_\_ to no. \* \_\_\_\_\_ and hereby acknowledge the same to be part and parcel of any contract to be let for all work therein described.

I/We hereby propose to furnish all necessary machinery, tools, apparatus and other means required to do all the work, furnish all materials and to complete the work herein described in strict accordance with the plans, therefore, and in conformity with the requirements of the specifications and supplemented specifications as may be provided by the Owner for the performance of said Work.

This submission constitutes a valid and irrevocable offer which will remain open for acceptance by the Township for no less than sixty (60) days following the closing date.

All amounts are in Canadian funds.

- To be completed by respondent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Person signing must be authorized to sign on behalf of the Company/Individual represented, and to bind the Company/Individual to statements made in response to this contract.**

## Response Form – C - References

### References – Must be completed and returned with submission

**References:** State names, addresses and telephone numbers and email addresses of clients for whom your company has performed similar services:

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

References will be used as part of the evaluation process

**Response Form – D - Fee Proposal**

Water and Wastewater Master Servicing Study costs within scope described in RFP-PW-20-02.

<b>Stage 1: Information Collection</b>		
Estimated number of meetings:		
Cost: \$	HST: \$	Total: \$
<b>Stage 2: Analysis and Recommendations</b>		
Estimated Number of Meetings:		
Cost: \$	HST: \$	Total: \$
Materials for Presentation:		
<b>Stage 3: Preparation of Water and Wastewater Master Servicing Study</b>		
Estimated Number of Meetings:		
Materials for Presentation:		
Cost: \$	HST: \$	Total: \$
<b>Stage 4: Approval</b>		
Estimated Number of Meetings:		
Materials for Presentation:		
Cost: \$	HST: \$	Total: \$

\_\_\_\_\_  
Hourly rate for additional services considered out of scope:

\_\_\_\_\_  
Name of Person Signing

\_\_\_\_\_  
Position of Person Signing

---

Signature

---

Date

Person signing must be authorized to sign on behalf of the Company/Individual represented, and to bind the Company/Individual to statements made in response to this contract and must have a full understanding of the responsibilities and work to be completed in RFP-PW-20-02 Water and Wastewater Master Servicing Study for the Township of Cavan Monaghan.