

Corporation of the
VILLAGE OF POINT EDWARD

135 Kendall Street, Point Edward, ON
Tel: (519) – 337 – 3021
Fax: (519) – 337 – 5963



**REQUEST FOR PROPOSAL - RFP VPE 23-01
CONSULTING ENGINEERING SERVICES FOR**

Capacity Study

**Sanitary Sewers, Sanitary Pump Stations
Storm Water Sewers & Storm Water Pump Stations
Wastewater Treatment Plant**

The Village of Point Edward (Village) is seeking to engage the services of a qualified consulting engineering firm (Consultant) to provide professional services for a detailed review of the capacity and design of the Sanitary Collection System, Sewage Treatment Plant and Storm Water Systems in the Village of Point Edward. Proposing options available to increase capacity will be part of this scope of work.

Please review the attached document and submit your proposal to the address listed below by the closing deadline of **4:00 pm (local time) on Thursday April 06, 2023**

**Jim Burns – Chief Administrative Officer
The Village of Point Edward
135 Kendall Street
Point Edward, ON N7V 4G6**

Only proposals delivered by the closing date and time will be considered.

The deadline for questions is:	Friday March 10, 2023 at 4:00 pm
Procurement Contact:	Jason Verstraeten – Manager Environmental Services Email: jverstraeten@villageofpointedward.com

All questions must be written and will be answered by means of an issued Addendum.

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1. Introduction

i. Project Summary

The Village of Point Edward (herein known as ‘The Village’), is accepting proposals for a detailed capacity assessment of the Village’s Sanitary Sewers, Sanitary Pump Stations, Sewage Treatment Plant, Storm Sewers and Storm Pump Stations. Identification of capacity constraints, a description of options available to increase capacity, and a description of additional study work required to carry out any of the options will be part of the scope of work.

The sections to be investigated are listed as below:

SECTION 1 – Sanitary Sewers & Pump Station Capacity (4 pump stations)

All Sanitary Sewers and Sewage Pump Stations (SPS) in Village Boundaries. SPSs are known as:

- Michigan Avenue SPS
- Helena Street SPS
- Venetian Boulevard SPS
- Kendall Street SPS

SECTION 2 – Sewage Treatment Plant Capacity

Location 92 Alexandra Avenue.

SECTION 3 – Storm Sewer & Storm Pump Station Capacity (2 pump stations)

All Storm Sewers and Storm Pump Stations (Storm PS) in Village Boundaries. Storm PSs are known as:

- Bayview Storm PS
- Alexandra Storm PS

SECTION 4 – Provide Options and Budget Costing for Expansion

Sanitary Collection System, Sewage Treatment Plant and Storm Water System for the Village to allow future growth of larger developments.

2. Instructions to Proponents Conditions

i. Notice and Registration of Proposal

In order to submit a proposal for this assignment, proponents must submit a hard copy of the RFP Document by the Closing Date.

ii. Proposal Schedule

The following is the schedule of this RFP:

Request for Proposal Issue Date:	Feb 17, 2023
Deadline for Questions:	Mar 10, 2023 – 4:00 pm
Closing Date:	April 06, 2023 – 4:00 pm (Thursday)
RFP Award Date:	April 14, 2023

In the proposal, the consultant must confirm their ability to meet the above deadlines, subject to approvals and public consultations. Points will be deducted if submissions cannot meet the deadlines.

iii. Submission of Questions

The deadline for submitting questions related to this RFP is March 10, 2023 by 4:00 pm. Questions must be submitted electronically via email in a Microsoft Word file and sent to the following:

Jim Burns – CAO: jburns@villageofpointedward.com
Jason Verstraeten – Manager Environmental Services: jverstraeten@villageofpointedward.com

iv. Confirmation of Received Documents

The proponent shall ensure that all documents have been reviewed prior to submission of the proposal. There will be no consideration for any claim made based upon a misunderstanding of the proposal. If the proponent feels it is necessary to perform any site visits prior to submission, the cost will not be incurred by The Village following award.

All proponents will be required to identify the number of issued addendums on the Form of Proposal, if necessary, and include them with the proposal submission. It is the proponent’s responsibility to ensure that they have all issued addenda.

v. References

Proponents shall provide three (3) references of municipal clients where similar work scope has been provided within the last three (3) years. The proponent shall provide the contact person’s phone number and email address for each reference. A reference page can be found in Appendix C.

vi. Submission of Proposal

Proponents shall follow the instructions outlined in this RFP when structuring their proposal.

The Village uses a **two-envelope** approach when evaluating technical proposal submissions. The **‘Technical’** and **‘Financial’** envelopes must be sealed and clearly marked within one submission package. The Financial envelope will only be opened if the proponent meets the minimum score in the Technical submission, which is a minimum of 70 points out of 85.

The proponent shall provide three (3) bound copies of the ‘Technical’ proposal, one of which must be the original signed by the proponent’s signing officer.

The proponent shall provide one (1) bound copy of the ‘Financial’ proposal, which must be the original signed by the proponent’s signing officer.

Submission of an unsigned Form of Proposal will result in disqualification of the proposal.

No changes to the submission can be made after the closing date and time.

The proposal submission should not exceed 15 pages excluding the forms of proposal and schedule.

vii. Delivery of Proposal

Delivery of the proposal is solely the responsibility of the proponent. Any couriered submissions that do not make the closing date and time will not be accepted.

viii. Sub-consultants

The proponent shall identify any sub-consultants and subcontractors required to perform the scope of work in Appendix D. The Village shall not be responsible for dealings with the sub-consultant and the fee for work shall be covered in the proposed fee by the proponent.

Any additional sub-consultants to those indicated in the proposal shall have written authorization by The Village.

ix. Professional Services Agreement

The successful bidder will be required to sign and provide The Village with a Professional Services Agreement signalling the commencement of the contract, if successful. The MEA/CEO Agreement for Professional Services is the preferred document for The Village; alternate forms of agreement shall be used only if approved by The Village.

3. Standard Terms and Conditions

i. Errors and Omissions

By submitting this proposal, it is understood that The Village has taken considerable efforts to ensure an accurate representation of information. However, the information is not guaranteed to be accurate and comprehensive. Nothing in the RFP is intended to relieve the proponent of conducting their own investigations and forming of conclusions.

ii. Irrevocability

All proposals will be irrevocable for a period of ninety (90) days from the closing date.

iii. Incurred Costs

The proponent will bear all costs associated with the preparation of this proposal. The Village reserves the right to withdraw this RFP and discontinue the RFP process at any time.

iv. Alternations to the Terms in this RFP

This RFP may only be amended by addendum. A verbal explanation or interpretation by Village staff is not able to modify the RFP. It is the proponent's responsibility to ensure all addendums have been reviewed and signed back in this submission.

v. Withdrawal or Alteration to Submitted Proposals

A proponent may withdraw their submission any time prior to the closing date and time by submitting a letter addressed to the Chief Administrative Officer. The letter is to be signed and timestamped by Village staff.

A proponent may alter their submission any time prior to the closing date and time by resubmitting a new proposal. The last proposal received will supersede any earlier submission.

vi. Unbalanced Proposals and Discrepancies

The Village may reject any unbalanced proposals that contain mathematical errors that adversely affect the evaluation process.

In the event of mathematical errors, the unit price shall always govern price breakdowns and the total cost be corrected.

If a cost from one item has not been carried forward, The Village will correct the total proposed price accordingly. The Village also reserves the right to reject any proposals with substantial errors.

vii. Acceptance or Rejection of Proposal

The Village of Point Edward reserves the right to reject any or all Proposals, including without limitation the lowest Proposal, and to award the Contract to whomever The Village of Point Edward in its sole and absolute discretion deems appropriate notwithstanding any custom of the trade to the contrary nor anything contained in the Contract Documents nor herein.

The Village of Point Edward shall not, under any circumstance, be responsible for any costs incurred by the proponent in the preparation of its proposal.

Without limiting the generality of the foregoing, The Village of Point Edward reserves the right, in its sole and absolute discretion, to accept or reject any Proposal which in the view of The Village of Point Edward: is incomplete, obscure, or irregular; which has erasures or corrections in the documents; which contains exceptions and variations; which omits one or more prices; or which contains prices The Village of Point Edward considers unbalanced.

Criteria which may be used by The Village of Point Edward in evaluating proposals and awarding the contract are in The Village of Point Edward's sole and absolute discretion and without limiting the generality of the foregoing, may include one or more of: price; total cost to The Village; reputation; claims history of the proponent; qualifications and experience of the proponent and its personnel; quality of services and personnel proposed by the proponent; ability of the proponent to ensure continuous availability of qualified and experienced personnel; the Project Schedule and Plan; the proposed Labour and Equipment; and the proposed Supervisory Staff.

Should The Village of Point Edward not receive any proposal acceptable to The Village of Point Edward in its sole and absolute discretion, The Village of Point Edward reserves the right to re-issue the Project or negotiate a contract for the whole or any part of the Project with any one or more persons whatsoever, including one or more of the proponents.

viii. Cancellation

The Village reserves the right to immediately terminate the contract at its own discretion, including but not limited to such items as non-performance, late deliverables etc. Failure to maintain the required documentation during the term of this contract may result in suspension of the work and/or cancellation of the contract.

ix. Insurance

It is The Village's policy to have consultants with Comprehensive General Liability Insurance (minimum \$5 million) and Professional Liability Insurance (minimum \$2 million). By responding to this RFP, the proponent agrees to provide proof of insurance if successful within 2 weeks of notice of award.

x. Accessibility

Pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service (the "Regulation"), made under the Accessibility for Ontarians with Disabilities Act, 2005 (the "Act"), the proponent shall ensure that all its employees, agents, volunteers, or others for whom it is responsible, receive training about the provision of goods and services provided to people with disabilities. By responding to this RFP, the proponent agrees that its employees, agents, volunteers, or others will have completed the Accessible Customer Service Training. The Accessible Customer Service Training shall be provided in accordance with section 6 of the Regulation and shall include, without limitation, a review of the purposes of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in section 6 of the Regulation.

The proponent shall submit to The Village, if requested, documentation describing its accessible customer service training policies, practices and procedures, and a summary of the contents of training, together with a record of the dates on which training is provided and the attendees. The Village reserves the right to require the proponent, at the proponent's expense, to amend its training policies, practices and procedures if The Village deems them not to be in compliance with the requirements of the Regulation. The proponent shall only assign those employees who have successfully completed training, in accordance with Section 6 of the Regulation, to provide services to, or on behalf of, The Village.

xi. Health and Safety

The proponent shall:

1. Ensure all their employees, including sub-consultants, are knowledgeable and follow the regulations outlined in the Occupational Health and Safety Act (R.S.O.), 1990, as amended and any regulations made pursuant to the Act.
2. Agree to indemnify and save The Village from any fines or damages arising from breach, by the proponent, of Occupational Health and Safety Act (R.S.O.), 1990.
3. Agree to assume full responsibility for the enforcement of the Occupational Health and Safety Act (R.S.O.), 1990 for proponent employees, including sub-consultants.
4. Acknowledge and agree that any breach, by the proponent, of the Occupational Health and Safety Act (R.S.O.), 1990 may result in the termination of contract.
5. If requested, provide The Village with the proponent's Health and Safety Policy.
6. Ensure that all personnel performing supervisory work are "competent persons" as outlined in the Ontario Occupational Health and Safety Act.

4. Evaluation Criteria

The evaluation criteria and weighting system for the proposal has been outlined below:

			Total
Technical Proposal	Part 1	Project Team <ul style="list-style-type: none"> • Experience and qualifications of Project Manager / Engineers (20%) • Experience and qualifications of technicians/support staff (15%) 	35%
	Part 2	Company information and work plan <ul style="list-style-type: none"> • Company background (5%) • Company experience in similar projects (10%) • References (5%) • Work plan (10%) • Clarification of deliverables (5%) 	35%
	Part 3	Work Schedule <ul style="list-style-type: none"> • Gantt chart of proposed work 	15%
Financial Proposal	Part 4	Cost <ul style="list-style-type: none"> • <i>(Only to be opened by Village for proponents meeting minimum score of 70 points out of 85 on technical proposal)</i> 	15%

5. Terms of Reference

The Environmental Services Department is looking to engage an engineering firm with the required expertise, staff, and availability to carry out the following engineering services:

i. **SECTION 1 – Sanitary Collection Capacity (Sewers & 4 Pump Stations)**

Background:

It is believed the majority of the collection system was planned and developed in the 1960s. It has had new pumping stations installed over the last approximately 20 years and the Kendall Street pump station was overhauled within the last decade. The following notes provide a description of what information the Village is able or not able to provide to the successful proponent:

- Overall sanitary collection plan for the Village, showing pipe locations, sizes, and flow directions. The mapping is available in PDF form, as well as GIS, though it has not been verified that the GIS data matches this historical PDF drawings.
- Available vertical data (i.e. pipe inverts) is limited, with unknown accuracy. Bidders should assume that field verification of critical inverts will be required.
- Pump details, including rated capacity, for each SPS are available.
- Consolidated Linear Infrastructure (CLI) ECA application forms can be provided. The draft and final CLI ECA will be provided as available.
- Historical SPS data is generally limited to pump run hours. The Helena Street SPS has a flow meter, but no other stations do.
- All SPSs have ultrasonic level measurement equipment.

Scope of Work:

The main objectives for the Village are:

1. Complete sanitary collection system capacity analysis for the current infrastructure network and customer base. This will include determination of key trunk sewer and SPS capacities, estimations of current average and peak wastewater flows, and identification of any areas of concern. It will not be necessary to complete detailed investigation of every single sewer pipe section within the system; the focus should be on trunk sanitary sewers and SPSs that have the potential to be impacted by future development as further described below.
2. Complete projections of future sewage flows based on development locations. Figure 1 illustrates the general area of known potential development or redevelopment, which is limited to the south side of Venetian Boulevard, as well as east of Venetian between Exmouth Street and Highway 402.
3. Identify trunk sanitary sewer and SPSs that are projected to be at or over capacity under current and future sewage flow projections. Determine preliminary sizing for upgraded infrastructure to meet capacity needs.

ii. **SECTION 2 – Sewage Treatment Plant Capacity**

Background:

The sewage treatment plant was built in the 1960s and there was an extensive expansion done in the mid 1990s. The plant has operated at approximately half of the rated daily capacity for some time. With the future developments and population growth being proposed, there is a need to confirm if the plant has sufficient reserve capacity or if an expansion will be required. The following notes provide a description of what information the Village is able or not able to provide to the successful proponent:

- The ECA can be provided.

- The total number of wastewater customers can be provided.
- Historical annual flow and quality data can be provided.

Scope of Work:

The main objectives for the Village are:

1. Complete a reserve capacity analysis for the treatment capacity of the plant. This shall be based on rated capacity of the treatment works per the ECA, and historical flow and quality data.
2. Identify operational bottlenecks and potential efficiency improvements based on facility tour and interviews of operations staff.
3. Determine whether sufficient reserve capacity exists to facilitate the known potential development or redevelopment in the Village. In the event that a plant expansion will be required to facilitate future growth projections, identify scale of expansion, Class EA requirements, etc. but no preliminary design or beyond is required.

iii. Section 3 - Storm Capacity (Sewers & 2 Pump Stations)

Background:

The storm sewer collection system is believed to have been planned and developed in the 1960s as the other infrastructure in the Village. There has been changes and upgrades, but the Village does not have detailed records of these. The following notes provide a description of what information the Village is able or not able to provide to the successful proponent:

- Overall storm collection plan for the Village, showing pipe locations, sizes, and flow directions. The mapping is available in PDF form, as well as GIS, though it has not been verified that the GIS data matches this historical PDF drawings.
- Available vertical data (i.e. pipe inverts) is limited, with unknown accuracy. Bidders should assume that field verification of critical inverts will be required.
- Pump details, including rated capacity, for each SPS are available.
- Consolidated Linear Infrastructure (CLI) ECA application forms can be provided. The draft and final CLI ECA will be provided as available.
- Historical PS data is generally limited to pump run hours.
- All SPSs have ultrasonic level measurement equipment.
- Record drawings for the Alexandra Storm PS are available.

Scope of Work:

Refer to Section 1 scope of work for the sanitary system. Similar requirements apply to the Section 3 scope of work for the storm system.

iv. SECTION 4 – Provide Options and Budget Costing for Expansion

Background:

It is expected that the results of the work included in Sections 1 through 3 will identify collection and treatment capacity needs for the current Village customer base, as well as projected increases from the potential development or redevelopment.

Scope of Work:

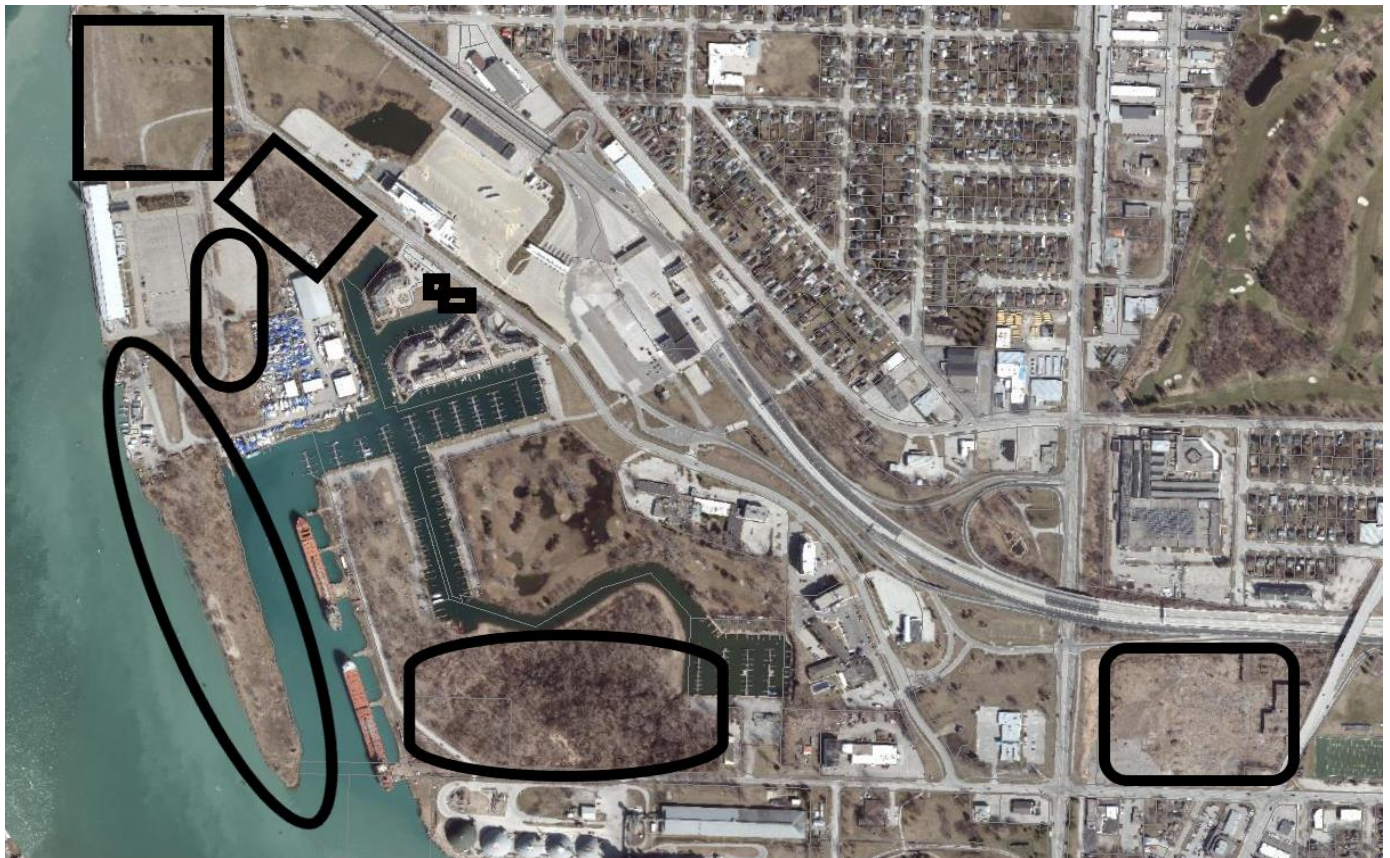
The main objectives for the village are:

1. For sanitary and storm sewer collection pipes that are identified to be at or above capacity under either existing or future growth scenarios, identify options to address constraints which may include replacement of existing pipe with larger capacity, parallel pipe installation, new pumping station and

forcemain, etc. Include identification of further study and permitting requirements (e.g. Class EA, ECA amendment, etc.). Provide preliminary budget values for identified projects and, where possible, recommended options.

2. For sanitary and storm pumping stations that are identified to be at or above capacity under either existing or future growth scenarios, identify options to address constraints which may include larger capacity pumps, larger or parallel forcemain, etc. Include identification of further study and permitting requirements (e.g. Class EA, ECA amendment, etc.). Provide preliminary budget values for identified projects and, where possible, recommended options.
3. For the sewage treatment plant, in the event that expansion is recommended for future servicing needs, it is understood that completion of a Class EA will be required to identify a preferred approach. Provide a recommended budget for the Class EA process, and provide order of magnitude budgetary values for such an expansion based on the projected capacity need and other plant upgrades the consultant is familiar with of similar magnitude.
4. For all identified projects, identify timing of expansion needs. In this case timing is linked to new development or redevelopment status rather than calendar year.

The successful proponent should budget for four (4) meetings. These are to include an initial startup meeting and opportunity for site visits, an interim meeting during the course of the project with Village staff, a meeting at completion of draft conclusions in Section 4 of the study to review and discuss findings with Village staff, and a final meeting to present project conclusions to Village Council.



**Fig 1 – Review Area of Village South of Michigan Ave
Proposed developments**



Fig 2 –Review Area of Village North of Michigan Ave

6. Deliverables

- Provide meeting agendas and minutes for all meetings related to the project.
- Provide a preliminary draft report (3 hard copies + electronic copy) for comments.
- Provide a final report (3 hard copies + electronic copy).
- Upon completion of the project, submit electronic copies of all reports, drawings, meeting minutes and all associated project documents in a USB storage device.
- Any other deliverables as discussed earlier in the RFP.

7. Submission of Proposal

The following outline shall be used during submission so all proposals can be evaluated equally. Please use the Envelope Covers as listed within this RFP appendix E.

i. Technical Proposal

The technical proposal shall be sealed in a separate envelope than the Financial Proposal and clearly marked using the pages provided within this RFP.

Please submit in the following order:

1. Body of proposal including project team and company information.
2. Project schedule.
3. List of references (page included in RFP as Appendix B).
4. List of sub-consultants (page included in RFP as Appendix C).
5. Form of Proposal (page included in RFP as Appendix D).
6. Issued Addendums, if applicable.

ii. Financial Proposal

The financial proposal shall be sealed in a separate envelope than the Technical Proposal and clearly marked using the pages provided within this RFP.

Please submit in the following order:

1. Cost Form of Proposal and Cost Breakdown (all pages included in RFP as Appendix F).

Appendix A – Project Limits/Additional Services

The scope of this work includes the whole of the Village of Point Edward. It shall include any examinations of sewers and stations etc. and include any required camera inspections etc. needed to confirm the current capacity of the systems.

Appendix B – References

This form should be filled out and included within the Technical Proposal. The proponent agrees that The Village may contact each reference listed below for the purpose of obtaining information relevant to the completion of similar work scope.

Client:	Description of Project	Contact Information
	<u>Description:</u> <u>Date:</u>	<u>Name:</u> <u>Job Title:</u> <u>Phone Number:</u> <u>Email Address:</u>
	<u>Description:</u> <u>Date:</u>	<u>Name:</u> <u>Job Title:</u> <u>Phone Number:</u> <u>Email Address:</u>
	<u>Description:</u> <u>Date:</u>	<u>Name:</u> <u>Job Title:</u> <u>Phone Number:</u> <u>Email Address:</u>

Appendix C – Sub Consultants

This form should be filled out and included within the Technical Proposal.

Name of Sub-consultant	Description of Services to be Provided

Appendix D – Form of Proposal

FOR: RFP VPE 23-01

PROPOSED BY:

FIRM NAME

CONTACT NAME

ADDRESS

TELEPHONE NUMBER

EMAIL ADDRESS

TO: THE VILLAGE OF POINT EDWARD

I/We, the proponent, have carefully examined the RFP and all related documents to develop a clear understanding of the required works involved to complete this assignment. I/We, hereby submit this Proposal to provide the services required to fulfill the requirements outlined in the RFP.

The proponent acknowledges having received all issued addenda number from _____ to _____ in preparing our proposal in response to this RFP.

The proponent accepts that, this proposal is subject to the acceptance of The Village of Point Edward and that the lowest of any proposal will not necessarily be accepted by The Village.

The proponent also agrees that this proposal has been executed by an authorized signing officer.

Date: _____

Appendix D – Form of Proposal Continued

This contract is entered into as of the day and year first written above. The schedules included in proponent’s submission are an integral part of this assignment.

*****TO BE SIGNED BY THE PROPONENT*****

PROPONENT: <i>(Name of firm)</i>	
BY: <i>(signature)</i>	
NAME: <i>(Name of authorized signing officer)</i>	
TITLE: <i>(Title of signing officer)</i>	

Appendix E – Envelope Covers

The following three (3) pages shall be affixed to the front of the Full Submission, Technical Proposal, and Financial Proposal.

Both the Technical Proposal and Financial Proposals shall be enclosed in one submission package.

The following list of Envelope Covers should be included.

1. Full Submission Package Envelope Cover.
2. Technical Proposal Envelope Cover.
3. Financial Proposal Envelope Cover.

FULL SUBMISSION PACKAGE

**Jim Burns – Chief Administrative Officer
The Village of Point Edward
135 Kendall Street
Point Edward, ON N7V 4G6**

RFP number: **RFP VPE 23-01**

Full legal name of consulting firm:

Company contact information:

Proposal closing date and time: **Thursday April 06, 2023 at 4:00 pm (local time)**

TECHNICAL PROPOSAL

**Jim Burns – Chief Administrative Officer
The Village of Point Edward
135 Kendall Street
Point Edward, ON N7V 4G6**

RFP number: **RFP VPE 23-01**

Full legal name of consulting firm:

Company contact information:

Proposal closing date and time: **Thursday April 06, 2023 at 4:00 pm (local time)**

FINANCIAL PROPOSAL

**Jim Burns – Chief Administrative Officer
The Village of Point Edward
135 Kendall Street
Point Edward, ON N7V 4G6**

RFP number: **RFP VPE 23-01**

Full legal name of consulting firm: _____

Company contact information: _____

Proposal closing date and time: **Thursday April 06, 2023 at 4:00 pm (local time)**

Appendix F – Cost

Please fill out and **include this page** as well as the following page in the **Financial Proposal**. The Cost Breakdown will only be opened by The Village for consultants meeting the minimum score on the Technical Proposal.

I/We, the proponent, agree to provide The Village with the services outlined in this RFP for a lump sum price of: \$ _____ (*figures*), exclusive of HST.
 \$ _____ (*written*), exclusive of HST.

The proponent agrees to perform the work outlined in this RFP for the lump sum price above, inclusive of any disbursements.

In the event that the Cost Breakdown has mathematical errors, the unit price will govern, if applicable.

If the proponent is anticipating rate increases through the project duration, including inflation, please ensure to account for such rate increases in your submission.

The proponent accepts that, this proposal is subject to the acceptance of The Village of Point Edward and that the lowest of any proposal will not necessarily be accepted by The Village.

The proponent also agrees that this proposal has been executed by an authorized signing officer.

Date: _____

*****TO BE SIGNED BY THE PROPONENT*****

PROPONENT: <i>(name of firm)</i>	_____
BY: <i>(signature)</i>	_____
NAME: <i>(name of authorized signing officer)</i>	_____
TITLE: <i>(title of signing officer)</i>	_____

Appendix F - Cost Breakdown

Task	Price
Section 1 – Sanitary Collection Capacity	\$
Section 2 – Sewage Treatment Plant Capacity	\$
Section 3 – Storm Capacity	\$
Section 4 – Provide Options and Budget Costing for Expansion	\$
(A) Total Price (excluding HST)	\$