



REQUEST FOR PROPOSAL FOR  
ENGINEERING SERVICES  
P-2025-34  
ROAD NEEDS STUDY

**Closing Date: April 30, 2025**

**Time: 2:00 pm**

**Contact: Tim Sopkowe,  
Manager of Public Works  
705-765-3156 Ext. 251  
[tsopkowe@muskokalakes.ca](mailto:tsopkowe@muskokalakes.ca)**

Township of Muskoka Lakes  
1 Bailey St  
P.O. Box 129  
Port Carling, ON  
P0B 1J0

## 1.0 INFORMATION TO PROPONENTS

### 1.1 Introduction

The Township of Muskoka Lakes is requesting proposals for engineering services to update the Townships Road Needs Study to support the municipality's asset management program and capital budget planning. The project will include condition rating assessments using applicable MTO condition rating guides for asphalt, surface treated and gravel surfaces, creating a 15-year capital plan, updating traffic count data, developing policies for level of service improvements, improving the roads asset database, and developing policies for lifecycle rehabilitation options.

### 1.2 Date and Place for Receiving Proposals

All proposals must be delivered to:

**Tim Sopkowe**  
**Manager of Public Works**  
**Township of Muskoka Lakes**  
**1 Bailey St.**  
**Port Carling ON. P0B 1J0**  
[tsopkowe@muskokalakes.ca](mailto:tsopkowe@muskokalakes.ca)

By the following time:

**Time: 2:00 p.m.**  
**Date: Wednesday, April 30, 2025**

Proposals received later than the time specified will not be accepted. Proposals may be submitted by hard copy or by email via the contact information above.

All proposal entries must be either type written or legible and any erasures or cross-outs must be initialed by the signing officer.

The Township of Muskoka Lakes reserves the right to accept or reject any or all proposals. Lowest price will not necessarily be accepted as outlined in the evaluation criteria.

The contact person for this RFP will be:

Tim Sopkowe  
Manager of Public Works  
Township of Muskoka Lakes  
1 Bailey St, Port Carling ON P0B 1J0  
705-765-3156 ext. 250  
[tsopkowe@muskokalakes.ca](mailto:tsopkowe@muskokalakes.ca)

It will be the proponent's responsibility to clarify any questions before submitting their proposal. All inquiries must be submitted **via email to the contact noted above and by**

**the deadline noted in this proposal.** A written addendum issued by the Township of Muskoka Lakes is the only means of changing, amending or correcting this RFP. In the process of responding to this RFP, the proponent should not utilize any information obtained outside this protocol. Any addendum will be posted on the Township website in the same location where the RFP documents are found. Proponents will not be notified of addendum and it remains the responsibility of the proponent to check the website for addendum and submit acknowledgement with their proposal. Failure to provide acknowledgement of addendum will result in disqualification of the proposal submission.

### **1.3 Form of Proposal**

Prices are to be submitted on the “Form of Proposal” form provided herein. The Form of Proposal will be signed and witnessed by responsible officers of the company and the company will be clearly identified.

### **1.4 Withdrawal of Proposal**

Proponents will be permitted to withdraw their Proposal, unopened, after it has been deposited, if such a request is received by the Township of Muskoka Lakes, in writing, prior to the time specified for the opening of Proposals.

### **1.5 Proposal Expiry Date**

Proponents hereby acknowledge that proposals contained within their proposal shall remain open for acceptance by Township of Muskoka Lakes for a period of not less than sixty (60) days from the closing date established for Proposals.

### **1.6 Negotiations**

The Township of Muskoka Lakes reserves the right to enter into negotiations with the selected proponent who is determined to offer services in the best interest of Township of Muskoka Lakes with the intent to arrive at a mutually satisfactory arrangement.

### **1.7 Prices**

All prices submitted are to be in Canadian Funds. Prices shall be quoted only on the attached Form of Proposal. HST is to be shown separately at a rate of 13%.

### **1.8 Sub-Contracts**

Any company intending to sub contract for equipment, labour, or supplies must clearly identify all sub contracts in the proposal submission. The Township of Muskoka Lakes reserves the right to accept or reject any sub contracts.

### **1.9 Incurred Costs**

The Township of Muskoka Lakes will not be liable nor reimburse any proponents for costs incurred in the preparation of proposals, site inspections, demonstrations, or any other

services that may be requested as part of the evaluation process.

### **1.10 Liability Insurance Policy**

The successful lead consultant will be required to provide evidence of Errors and Omissions insurance coverage in an amount of not less than one million dollars (\$1,000,000.00) in regards to this project. A certificate will be required within ten (10) calendar days of award.

### **1.11 Workplace Safety and Insurance Board**

The successful proponent must be in good standing with the Workplace Safety and Insurance Board and shall furnish the Township of Muskoka Lakes with satisfactory evidence that they have complied with all provisions of the Act.

### **1.12 Proponent's Responsibility**

The successful Proponent shall, in all respects, comply with all statutes, laws, and regulations applicable to the work and to persons employed on or in connection with the work, and pay all assessments required or levied by the Workplace Safety and Insurance Board, Revenue Canada, the Employment Insurance and specifically the Ministry of Labour.

### **1.13 Conflict of Interest**

The Consultant shall disclose all conflicts of interest at the time of bidding and shall ensure that no conflicts are created for the duration of the assignment. The bidder acknowledges that the presence of a conflict may be grounds for rejection of the proposal and dismissal if it occurs during the completion of the assignment.

### **1.14 Schedule**

For planning purposes the following schedule is anticipated for this project. The Municipality may deviate from this schedule at any time. The Municipality desires to proceed with the project through the summer months in order to allow the consultant to gather information during peak tourism and traffic conditions.

<b>RFP Issue:</b>	<b>April 17, 2025</b>
<b>Deadline for Questions:</b>	<b>April 24, 2025</b>
<b>Deadline for Addendum:</b>	<b>April 25, 2025</b>
<b>Proposal Submission Deadline:</b>	<b>April 30, 2025</b>
<b>Project Award:</b>	<b>May 5, 2025</b>
<b>Project Completion:</b>	<b>August 1, 2025</b>

### **1.15 Agreement**

The Successful Proponent will enter into an Agreement with the Municipality. Agreement

will be prepared by the Municipality and based on the MEA/CEO Client/Consultant Agreement for Municipal Works. A mutually agreed to timeline will also be appended to the agreement.

### **1.16 Payment**

Payment will be made monthly, after submission of a detailed invoice and reports. Invoices will be accepted for payment following substantiation. All invoices must include a breakdown by project tasks and include the total invoiced to date, estimate of percent complete as well as total budget for each project task.

## **2 PROPOSAL SUBMISSION**

### **2.1 General**

Interested firms should submit a proposal outlining how they can assist with the work that has been requested.

The proposal will include:

- a) Completed Form of Proposal
- b) The proposed approach to the project which should be consistent with the terms of reference
- c) Identification of key personnel and the project manager involved in all phases of the project. Also include any proposed sub-consultants.
- d) Describe relevant experience of the firm and key personnel involved in the project.
- e) A work plan outlining time requirements and completion of key milestones of the project. This should include start and finish dates of main tasks, milestone dates for deliverables, submissions to approval agencies, and provision of Municipal consultation.
- f) Time breakdowns of estimated hours required to complete the project.
- g) Clear statement of total proposal costs as an upset limit.

It is expected that every proponent will have general knowledge of the existing field conditions and have reviewed the attached reference documents.

Identified key personnel will not be substituted without justifiable reasons for a change and express written approval from the Municipality.

### **2.2 Summary of Proposal Costs**

The Proposal cost shall include a breakdown of activities and include overhead costs. A

list of hourly rates of all those involved with the work shall be included. The cost shall be an upset limit estimate of all things necessary to complete the work.

The Municipality will directly pay any advertisements or fees from approval agencies.

Bidders shall identify and include any costs believed not be covered in this RFP but considered necessary for completion of the project.

## **2.3 Proposal Evaluation**

The proposal evaluation team will consist of staff from the Muskoka Lakes Operational Services Department. The Evaluation will be based on a points system as described below:

### **Project Work Plan, Understanding & Familiarity with the Problem/Issues and Municipality – 50 Points**

Demonstrates a clear understanding of issues and constraints, consultation process, and desired outcome. Detailed work program that explains the approach that will be taken as well as methodology and cost for the different key points of the work plan. Schedule that meets the Municipalities requirements.

### **Consultant Qualifications & Experience – 30 Points**

Qualifications of personnel and experience on similar projects. Experience of the firm on similar projects.

### **Price – 20 Points**

Weighted score based on relative price. Cost breakdown and deliverables that provide a clear understanding work plan.

## **3 TERMS OF REFERENCE**

### **3.1 Professional Responsibility**

Only qualified and experienced professional engineers licensed in the Province of Ontario will be considered. The consultant will be expected to seal all reports, specifications and/or drawings for this project.

### **3.2 Description of the Problem**

The Municipality wishes to engage an engineering consultant to develop a road needs study and provide frameworks for road network management including lifecycle event policies and level of service policies. The Municipality also wishes to separately analyze capital rehabilitation strategies for semi-urban streets that are currently surface treatment to determine cost benefit of different rehabilitation strategies from maintaining status quo, to various levels of improvement (base, thickness, etc.) to hot mix asphalt.

The current Municipal road network consists of the following road sections:

<b>Asset Type</b>	<b>Asset Component</b>	<b>Quantity</b>
Urban Roads	HCB	10.5 km
	LCB	4.4 km
	Gravel	0.0 km
Rural Roads	HCB	13.2 km
	LCB	192.2 km
	Gravel	135.8 km
Total Road Network		356.1 km

<b>Asset Type</b>	<b>Asset Component</b>	<b>Quantity</b>
Sidewalks		9740 m

The Municipal road network and database is available in a shape file and will be made available to the successful proponent.

### 3.3 Proposal Specifications

The proposal shall be completed in accordance with the following guiding principals:

- Ministry of Transportation (MTO) Inventory Manual for Municipal Roads (February 1991);
- MTO Manual for Condition Rating of Flexible Pavements (SP-024);
- MTO Manual for Condition Rating of Surface-Treated Roads (SP-021);
- MTO Manual for Condition Rating of Gravel Roads (SP-025)

The field investigations will be completed by an individual with a minimum of 5 years experience in road design and construction.

The proposal shall include updating the Township’s traffic count data. Traffic count data must be updated using actual traffic counts completed at representative locations as determined by the proponent. Traffic counts on the remaining roads can be estimated based in part on actual counts on adjacent roads, previous counts and function of the road including access. The location, duration and number of actual traffic counts is to be determined by the proponent and based upon established engineering standards, best practices and professional engineering judgement. Consideration must be given to the seasonal nature of the Township when developing the proposal. Proponents shall include details within their proposal as to the proposed methodology including minimum number of traffic count locations, proposed method of collection (automated versus manual) and duration of the collection cycles at each location (e.g. 4-hour peak, 7 day cycle, etc.). Evaluation of the proposed approach will be included in the proposal evaluation as part of *Project Work Plan, Understanding & Familiarity with the Problem/Issues and Municipality* evaluation criteria.

### 3.4 Description of Services to be Provided

The following are the expected steps to complete the project. Consultants are encouraged to elaborate, expand, or modify any step based on their experience and understanding of the project.

### **1) Gather and Review Background Information**

The goal of this task is to obtain adequate background information to gain a full understanding of the municipality's road network.

- Meet with key Municipal staff to identify relevant background information and discuss project
- Review the road network with the Town's Road Operations staff
- Collect and review reports, record drawings, operating and maintenance manuals, GIS information, database information, and other relevant information
- Interview Public Works management staff and public works lead hands to gain their knowledge of road network, problem areas, maintenance procedures, etc.
- Collect any other information considered relevant

### **2) Complete Inspection of Municipal Road Network**

- Using best practices and relevant standards, complete road inspections of entire municipal road network by sections identified within the existing municipal road asset database.

Collected data should include (as a minimum):

- Asset ID (as per Township assigned Asset IDs)
- Street Name
- From – To
- Roadside Environment
- Functional Classification
- Maintenance Classification (MMS)
- Number of Lanes
- Surface Type
- Surface Width
- Platform Width
- Length
- Shoulder Surface Type
- Shoulder Surface Width
- Curb presence
- Sidewalk presence
- Sidewalk type, condition and replacement value
- Speed Limit
- Geometric Deficiencies (Substandard horizontal and vertical curves)
- Traffic Count (including indication if it is based on actual or estimated)
- Condition Ratings (PCI, RCR, DMI relevant to surface type)



- Road drainage method (Ditch, Sewer, N/A, Other)
- Road drainage adequacy
- Road system capacity and deficiencies based on current traffic volumes
- Line Painting type (Centreline and Edge Lines only)
- Update of all traffic count data based upon specifications provided
- Guiderail system inventory including the location, length, type and condition

### **3) Enhancement of Municipal Road Asset Management Database**

- Provide all inspection results by section into an Excel spreadsheet formatted to the satisfaction of the Township of Muskoka Lakes. Excel spreadsheet must be sortable/filterable and formatted to permit uploading into to the Municipalities asset management software which is based upon Esri GIS database.
- Provide complete update of current inventory, condition and estimated value of each road segment, sidewalk segment and guiderail system segment in current dollars.

### **4) Capital Project Planning**

- Develop a detailed 15-year capital plan (2026 through 2040) with identified projects, project types, and costs based on a system wide level of service basis at various condition benchmarks. The condition rating benchmarks will be established through consultation with Public Works staff once the current condition ratings of the road network are established. The intent of this exercise is to determine investment requirements to maintain, improve, or reduce overall road network service level in the Municipality. The capital plan should include recommendations and cost estimates for Capital reconstruction and various road preservation techniques over the next 15-years, including consideration of lifecycle costs.
- Develop a 25-year capital outlook on likely capital requirements based on benchmarks established above. The purpose of this is to establish future financing requirements and planning for those requirements.

### **5) Development of Road Asset Policies**

- Develop a policy, based on relevant established standards or best practices, that provides guidance for the design of Township roads.
- Develop a line painting policy (centrelines and edge lines only) policy based on best practices, OTMs, traffic volume and surface type
- Develop a policy, based on relevant established standards or best practices, that provides guidance on increasing the level of service of an existing road (ie. from Gravel to Surface Treatment) or similarly decreasing the level of service of an existing road (i.e. from asphalt to gravel).
- Develop a policy, based on relevant established standards or best practices, for municipal use for lifecycle events of typical asphalt, surface treated and gravel surface roads. The policy should include common lifecycle assumptions, lifecycle road rehabilitation or maintenance methods, when they should be applied, financial costs, and expected condition improvement results.

- Perform cost benefit analysis of methods of rehabilitation of semi-urban roads that are currently surface treatment that incorporates full lifecycle costs of various levels of rehabilitation. This analysis should provide various options including ongoing funding required to perform different levels of rehabilitation across the semi-urban road networks.

## **6) Production of Road Needs Study Document**

- Compile and analyze all tasks completed in tasks 1-5 and record in a comprehensive Road Needs Study report. Digital copies of **ALL** deliverables shall be in MS Word, Excel or ArcView format as applicable.
- Determine strategies to remediate deficiencies noted during inspection of the road network.
- Establish priorities for rehabilitation, repair, or replacement of identified road sections including cost estimates. The established priorities shall incorporate risk, value and level of service for the roads system.
- Updating of traffic counts to be part of the road condition and inventory update and incorporated into the Road Needs Study Document.
- Provide estimated lifecycle investment required to maintain Municipal transportation network to an adequate standard.
- Develop draft versions of all deliverables for municipal comment.
- Produce final versions of all deliverables based on comments by the municipality on draft versions.

## **7) Project Management**

The consultant is expected to actively manage the project and is responsible to ensure the project is completed in accordance with the Engineering Agreement and within the budget. A summary of these activities include:

- Co-ordinate activities of any sub-consultants
- Provide regular and as requested updates to the Municipality
- Arrange, schedule, and chair project meetings
- Develop and maintain a project schedule
- Be available to respond to public consultation inquiries
- Prepare and submit invoices and progress reports to Township's satisfaction.
- Prepare and present report to Council once project has been completed.

### **3.5 Background Information available to Proponent**

Applicable portions of the following will be provided to the successful Consultant:

- All road, sidewalk, guiderail and storm drainage inventory information from the Township's GIS
- Applicable portions of the 2019 Road Needs Study
- Applicable portions of the 2023 Transportation Master Plan
- Historical capital and operating budgets for maintenance and capital works related to the road network

## FORM OF PROPOSAL

I/We hereby submit the attached proposal documents to satisfy the requirements as laid out by the Township of Muskoka Lakes, inclusive of Addenda No(s): \_\_\_\_\_ (as applicable).

I/We agree that we have reviewed and understand the proposal documents and I/We are capable and willing to perform the requirements of the contract and enter into a legal agreement with the Municipality in regard thereto and where the proposal is submitted by a Corporation, it shall be signed by a duly authorized officer of the company. Should the proposal be submitted by a Partnership or Proprietor, it shall be signed by the partners or owner.

I/We agree that this offer shall be irrevocable from the time the proposals are opened and for a period of 90 calendar days.

### PROPOSAL SUBMITTED BY: (Please type/print)

NAME OF SIGNING OFFICER(S)/OWNER(S)/PARTNER(S):

\_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX \_\_\_\_\_ DATE: \_\_\_\_\_

I/We agree to perform the all necessary work in accordance with the proposal documents for the sum, including HST, of

\_\_\_\_\_ ( \$ \_\_\_\_\_ )

SIGNED AND DELIVERED IN THE PRESENCE OF:

\_\_\_\_\_  
SIGNING OFFICER

\_\_\_\_\_  
WITNESS

NOTE: This proposal will be received by the **Operational Services Department on or before 2:00 P.M., local time, Wednesday April 30, 2025.**