THE TOWNSHIP OF MINDEN HILLS

IN SEASON, EVERY SEASON

Request for Proposal (RFP) For the provision of the

Minden Pedestrian Crossover

Tender Information	No. RFP RDS 26-05 Minden Pedestrian Crossover
Issue Date:	November 13, 2026
Site Visit:	November 18, 2026
Closing Date:	December 9, 2026 at Noon
Opening Date:	December 9, 2026 at 1:00pm
Address:	Township of Minden Hills 7 Milne Street, PO Box 359 Minden, ON K0M 2K0
Attention:	Zach Drinkwalter, Director of Finance/Treasurer
Last Day for Inquiries:	December 4, 2026 at 4:30pm

Bidder Information

Name/Company: _____

Contact Name: _____

Phone: _____ **Email:** _____

Address: _____

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

THE LOWEST OR ANY SUBMISSIONS MAY NOT NECESSARILY BE ACCEPTED.

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2 General Conditions

2.1 Definitions

"Respondent" Refers to any eligible entity providing a response to this RFP, RFQ, RFT, etc.

"Corporation/Owner/Township" Refers to the Township of Minden Hills.

"Form of RFP" Refers to this document and its processes.

"Successful Respondent" Refers, in the event of an award, to the selected Respondent.

"Work or the provision of Goods and/or Services" Refers to the scope of work, and specifications outline in this RFP.

2.2 Handling

The handling of this document and any other document(s) related to this RFP will be in accordance with the Township of Minden Hills Policy No. 17 governing the procurements of goods and services, and this document.

2.3 Submission Mandatory Requirements

All submissions must be completed in hard copy and must include all Appendices attached to this document. All entries shall be clear, legible, in a non-erasable medium and signed (where applicable). Entries must be made for unit price, lump sum, extensions and totals as appropriate. All items shall be responded to according to instructions contained within this document(s).

- Appendix A - Submission Requirements
- Appendix B - Evaluation Criteria
- Appendix C - Experience, References & Contingencies
- Appendix D - Suppliers & Subcontractors
- Appendix E - Respondent Information
- Appendix F - Declaration Form
- Appendix G – Price & Delivery Schedule
- Appendix H - Guarantee of Performance/Cancellation of Contract
- Appendix I - Agreement Acknowledgement
- Appendix J - Delivery Notice
- Appendix K – Project Plans

In Person Drop-off Submissions:

Hard copy (in person) submissions are to be hand delivered to the Township before the submission deadline noted in the RFP document.

Submissions placed in the Township Drop Box will not be accepted.

Email submissions

Email submissions can be sent to zdrinkwalter@mindenhills.ca All email submissions should include the subject line **RFP No. RDS 26-05 Minden Pedestrian Crossover.**

The timestamp on email submissions will be considered the official time of receipt for email submissions. All email submissions must be received before the time referenced in Section 2.8 of this RFP.

Submissions that do not have the correct subject line may not be accepted.

Respondents will receive receipt of submission at the time of drop-off.

For questions or concerns regarding this matter, please contact the Township directly as outlined in Section 2.13 – Inquiries of the RFP document.

Responses must be submitted in a sealed envelope with Appendix J - Delivery Notice, completed and affixed to the outside. Responses can be submitted by mail, or hand delivered to the front counter of the Finance Department, the 1st floor front counter.

Submissions received after the official closing time will not be considered during the selection process.

Late proposals will not be considered. *Local time is according to the time clock located in the Township offices, which will be deemed to be taken as conclusive. (HR.:MIN.:SEC.) Late proposals will be returned unopened to the respondent. Responses that are not submitted in the requested format or are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, and alterations incorrectly submitted, restricted by a statement or irregularities of any kind may be rejected as per the Township's Procurement Policy, unless otherwise provided herein.

It is the responsibility of the Respondent to ensure they comply with this procedure. The Township is not responsible for submissions which are not properly marked and/or delivered to any other location, other than that specified herein.

The Respondent warrants that all contents of their proposal are complete and accurate.

Person(s) signing the prescribed forms must be authorized to sign on behalf of the Respondent represented, and to bind the Respondent to statements made in response to this RFP. If a joint response is submitted, it must be signed and addressed on behalf of each of the Respondents.

2.4 Manufacturer's Specifications

Respondents shall include with their submission the full manufacturers' specifications and literature (where applicable), which fully describe the item(s) being offered, including any optional equipment.

2.5 Equivalent

Where applicable, the Township has specified certain product(s) and/or brand names throughout this document for a number of the components utilized in the goods and/or services. In some instances, the Township would be willing to consider an equivalent for the specified item. "Equivalent" would mean an equivalent product, design, manufacturer, etc. that, in the opinion of the Township is an "acceptable" alternative. The determination of the item to be an "acceptable" equivalent will be at the sole discretion of the Township.

Where a product, design, manufacturer, etc. has been stipulated and, there is no alternative option, Respondents must submit based on the specified item and, without substitution.

2.6 Harmonized Sales Tax (HST)

HST is applicable to the item(s) listed, however, is not to be included in the Tendered unit cost. Submit all prices "HST Extra".

2.7 Multiple Submissions

Respondents wishing to provide more than one (1) submission for consideration must complete a separate response for each and clearly identify each submission as a separate offer.

2.8 Closing

Submissions must be received by the Township of Minden Hills on/before **12:00 noon local time on December 9, 2026.**

In the event that an emergency, staff labour disruption or inclement weather forces the suspension of services of the Township, by closing of the office, the submission shall become due on the next business day at 11:00 AM, local time, after the original closing date and time.

A response received prior to suspension of services (closing tender) may be withdrawn and replaced by a new submission and due before the amended closing date and time. Call Zach Drinkwalter at 705-286-1260 ext. 504 for information in the event of a suspension of service for any additional information.

2.9 Opening

A public opening will be held in the Township Administration Office at 7 Milne Street in Minden on **December 9, 2026, at 1:00pm.** Minden Hills Council will consider the

submission results at the first Regular Meeting of Council in January 2027. The Successful Respondent will be notified within 7 business days from receiving Council approval.

2.10 Withdrawal or Alteration(s)

A Respondent may submit more than one response at any time up to the specified time and date of the closing outlined in Section 2.8. The last submission received shall supersede and invalidate all submissions previously submitted by that Respondent.

A Respondent may withdraw or alter the Submission at any time up to the specified time and date of the closing outlined in Section 2.8 by submitting a letter (on Respondent letterhead where available) bearing the Respondent's signature to the contact identified in Section 2.13 who will mark thereon the time and date of receipt and will place the letter in the Tender file. The Respondent's name and contract number shall be shown on the envelope containing such letter. Emails, facsimiles (faxes), or telephone calls will not be accepted.

Submissions withdrawn under this procedure cannot be reinstated.

Adjustments or corrections to a response already submitted will not be allowed.

2.11 Examination of Documents

Each Respondent must satisfy himself/herself by a personal study of the RFP documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed work or goods and/or services. There will be no consideration of any claim, after submission, that there is a misunderstanding with respect to the conditions imposed by this RFP.

Prices bid must include all incidental costs and the Respondent must be satisfied as to the full requirements of the RFP. No extra work will be entertained without prior Township approval. Should the Respondent require more information or clarification on any point, it must be obtained via the contact identified in Section 2.13 prior to submitting a response to this RFP.

2.12 Omissions, Discrepancies and Interpretations

It is understood, acknowledged and agreed that while this document and related documents include(s) specific requirements and specifications, and while the Township has used considerable efforts to ensure an accurate representation of information, the information is not guaranteed by the Township to be accurate, nor necessarily comprehensive or exhaustive.

Nothing in this document or related documents is intended to relieve the Respondent from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

The submission of a response shall be deemed proof that the Respondent is satisfied as to all the provisions of the submission, all conditions which may be encountered, all

work or goods and/or services required, or any other matter which may enter into the carrying out of the work or supply of goods and/or services referred to in this RFP. No claims will be entertained by the Township based on the assertion by the Respondent that he or she was uninformed as to any of the requirements of this RFP.

Should a Respondent find omissions from or discrepancies in this document or related documents, or should the Respondent be in doubt as to the meaning of any part of such documents, the Respondent should notify the contact identified in Section 2.13 without delay. If the Township considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued as per Section 2.14 of this document. No oral explanation or interpretation will modify any of the requirements or provisions of the RFP documents.

2.13 Inquiries

Inquiries concerning the RFP specifications and general RFP process are to be directed to:

Zach Drinkwalter, Director of Finance/Treasurer or designate(s)
(705) 286-1260 ext. 504
zdrinkwalter@mindenhills.ca

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of this RFP will be circulated as an Addendum as outlined in Section 2.14 of this document.

Inquiries must be received no later than **three (3)** business days prior to the closing date, on or before 4:30pm, local time; otherwise, a response may not be provided.

2.14 Addenda

If required by the Township, addenda will be distributed to all Respondents registered as a document taker (via the Township or on-line RFP provider) or invitational recipient for this RFP. Addenda will be distributed using the latest contact information as provided by the Respondent. It is the Respondent's responsibility to notify the Township of any changes to their contact information.

If this document or related documents was acquired via the Township website it is the Respondent's responsibility to check the Township website at www.mindenhills.ca for addenda. It is any and all Respondents ultimate responsibility to ensure all addenda have been received.

All Respondents should check the Township website, on-line RFP provider or contact the Township directly as per Section 2.13 – Inquiries, prior to submitting their response to this RFP.

Respondents are required to acknowledge receipt of all addenda by signing the Acknowledgement of Receipt included on the addenda form. Failure to submit all addenda unless otherwise directed on the addenda form, **will constitute an automatic rejection**.

2.15 Acceptance or Rejection of Submission(s)

The Township reserves the right to reject or accept any or all submissions in whole or in part at any time without further explanation and to waive formalities as the interests of the Township may require without stating reasons thereto.

The Respondent acknowledges the Township's rights under this clause and absolutely waives any right of action against the Township's failure to accept its submission whether such right of action arises in contract, negligence, bad faith or any other cause of action.

The acceptance of any submission is subject to approval by the Township's Council.

Notwithstanding and without restricting the generality of the statements immediately above, the Township shall not be required to award and accept a submission:

a) When only one (1) submission has been received as result of the RFP;

b) Where the lowest responsive and responsible Respondent substantially exceeds the estimated cost of the work or goods and/or services;

c) When all submissions received fail to comply with the specifications or terms and conditions;

d) Where a change in the scope of work or provision of goods and/or services or specifications is required the lowest or any submission will not necessarily be accepted. The acceptance of a submission will be contingent upon an acceptable record of ability, experience and previous performance.

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent by reason of the acceptance or the non-acceptance by the Township of any submission or by reason of any delay in the acceptance of a submission except as provided in the RFP document.

Each submission shall be open for acceptance by the Township for a period of **sixty (60)** calendar days following the date of closing, or as otherwise mutually agreed to by each of the respondents.

Where the submission document does not state a definite delivery/work/provision of goods and/or services schedule and a submitted response is based on an unreasonable delivery/work/provision of goods and/or services schedule, the submission may be rejected.

2.16 Award Procedures

The Township is not under any obligation to award the RFP and reserves the right at its sole discretion to terminate or amend this RFP at any time.

It is the intention of the Township to award this RFP to one (1) qualified Respondent. The lowest or any submission may not necessarily be accepted.

Unless stated otherwise the following procedures will apply:

The Township will notify the Successful Respondent that their submission has been accepted within three (3) business days from receiving Council approval.

Notice of acceptance of a Respondent's submission will be by telephone, email and/or by written notice. No further communication regarding this notice is required unless the Successful Respondent declines the awarding of this RFP.

Upon acceptance of the submission by the Township, the Successful Respondent shall provide the Township with any required documents within fourteen (14) calendar days of the date of notification of award or as otherwise specified in this document or related documents or by the Township.

Commencement and completion dates may be altered if mutually agreed to by the Township and the Successful Respondent.

2.17 Ability and Experience of Respondent

It is not the purpose of the Township to award this RFP to any Respondent who does not furnish satisfactory evidence of possessing the ability and experience in this work or provision of goods and/or services and sufficient capital and plant resources to ensure acceptable performance/product and completion/supply of the required specifications.

The following criteria will be utilized by the Township, through references provided in Appendix C – Experience, References & Contingencies, to determine whether a Respondent is qualified to undertake the award;

- The Respondent's ability and agreement to perform the work or supply the goods and/or services.
- The Respondent's ability to work effectively with the Townships' staff and other representatives.
- The Respondent's history with respect to providing satisfactory results and acceptable cooperation.

The Township may reject the lowest or any submissions, if after investigation and consideration, the Township concludes, in its opinion, that the Respondent is not able to perform the work or supply the goods and/or services in a manner satisfactory to the Township.

2.18 Variation of Quantities

The Township reserves the right to adjust quantities. Quantities shown are approximate, are not guaranteed to be accurate and shall be used as a basis for comparison only. No additional compensation will be allowed for any adjustment which may decrease quantities identified in this document or related document(s).

2.19 Limited Liabilities

The Township's liability under this RFP shall be limited to the actual work or goods and/or services ordered and provided.

2.20 Respondent Expense

Any expenses incurred by the Respondent in the preparation of their submission are entirely the responsibility of the Respondent and will not be charged to the Township.

2.21 Contract Negotiations

Submission as Binding Document:

In the event that a Respondent's submission is accepted and confirmed in writing from the Township, the submission and the acceptance shall constitute a binding contract between the Successful Respondent and the Township, and the Successful Respondent shall complete the work or provision of goods and/or services as described in accordance with the provisions, specifications and conditions outlined in this document and other related documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the Successful Respondent.

2.22 Conflict of Interest

The Respondent shall declare any actual or potential conflict of interest that exists now or may exist in the future with respect to the Respondent's undertaking of the submission and, if selected, shall abstain from taking on work or the provision of goods and/or services which would represent a conflict of interest over the duration of this work or provision of goods and/or services.

The Respondent shall declare that the response submitted is in all respects fair and without collusion or fraud and further that no member of Council, Officer or employee of the Township has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise, regarding the work or provision of goods and/or services identified in this RFP.

The Township reserves the sole right and discretion to determine whether any situation constitutes an actual or potential conflict of interest and may disqualify any Respondent on such basis.

2.23 Freedom of Information

Any personal information required on the submission is received under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990 (Act).* This information forms an integral component of the RFP submission.

All submissions received by the Township become a public record. All information contained in the submission document is available to the public, including personal information.

Questions regarding collection of personal information and the *Municipal Freedom of*

Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Clerk, Township of Minden Hills
7 Milne Street, PO Box 359
Minden, ON K0M 2K0
Telephone (705) 286-1260

The Clerk has been designated by the Township's Council to carry out the responsibilities of the Act.

2.24 Package Submissions Information Release to Other Respondents

The number of RFPs received, and the names of the Respondents are confidential and shall not be divulged prior to the public RFP opening.

Subsequent to the opening, however, the number of RFP packages released is public information. It is understood that by completing and submitting a response the Respondent agrees to public release of their name.

2.25 Access to Information

The disclosure of information received relevant to the issue of a RFP solicitation or the award of contracts emanating from such 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 or other labour relations information supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:

a) Prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations;

b) 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;

c) Result in undue loss or gain to any person, group, committee or financial institution or agency; or

d) Result in information whose disclosure could reasonably be expected to be injurious to the financial interests of the Township.

2.26 Warranty

The submission shall include a brief summary covering workmanship and/or product warranty/guarantee on Appendix G – Price and Delivery Schedule. Additional pages (attached to Appendix G) may be used to describe this information.

2.27 Negotiations

In the event that a prepared submission does not precisely and entirely meet the requirements of the Township, the Township reserves the right to enter into negotiations with the selected Respondent(s) to arrive at a mutually satisfactory arrangement with respect to any modifications to a submission.

3 Contractual Requirements

3.1 Occupational Health and Safety

All work performed under this RFP must be carried out in accordance with the terms and conditions of the Occupational Health & Safety Act. R.S.O. 1990, as amended and any other applicable legislation.

Failure to comply with Safety Regulations, as set out in this document, may result in the immediate cancellation of the work.

The Successful Respondent must comply with all requirements set out in the *Occupational Health & Safety Act, R.S.O. 1990* and all other regulations that apply to the job at hand. The following language, requirements and conditions shall apply:

Where applicable under the Occupational Health and Safety Act (OHSA) (R.S.O.1990 C. 0.1) and regulations, made under that statute:

a. Successful Respondents acknowledge that they have read and understood the Occupational Health and Safety Act (OHSA) (R.S.O. 1990 C. 0.1) and regulations, made under that statute.

b. The Successful Respondent shall comply with all health and safety requirements established by the Occupational Health and Safety Act and regulations, the Township and any applicable industry standards. The selected Respondent agrees to assume full responsibility for the enforcement of same.

c. The Successful Respondent may be required to participate in a pre-project meeting to verify its full understanding of the major contractual requirements and expectations in the area of health and safety before the start of any work.

d. The Successful Respondent shall understand that its performance will be monitored and that their overall performance will be a major consideration for future contracts with the Owner. The frequency and detail of ongoing project monitoring will be dependent upon the nature of the work and safety precautions specified.

e. The Successful Respondent shall allow access to the work site on demand to representatives of the Township.

f. The Township will take all action necessary to support the Successful Respondents health and safety efforts and to ensure that the Township owned and controlled environments in the vicinity of the project are free from hazards.

g. The Successful Respondent acknowledges and agrees that any breach or breaches of health and safety requirements, whether by the selected Respondent or any of its sub-selected Respondents may invalidate the contract.

h. The Successful Respondent acknowledges and agrees that any damages or fines that may be assessed against the Township by reason of a breach or breaches of the OHSA by the Successful Respondent or any of its sub-Successful Respondents will entitle the Township to set off the damages so

assessed against any monies that the Township may from time to time owe the Respondent under this contract or any other contract whatsoever.

i. The Successful Respondent shall provide a list of all controlled hazardous materials or products containing hazardous materials, all physical agents or devices or equipment producing or omitting physical agent and any substance, compound, product or physical agent that is deemed to be or contains a designated substance in accordance with the Global Harmonized System (GHS – formally known as WHIMIS) as defined under the Occupational Health and Safety Act and shall provide appropriate Material Safety Data Sheets for these substances used for the performance of the required work, all prior to the performance of said work.

j. Where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the Successful Respondent shall ensure that the requirements of the Occupational Health and Safety Act and associated regulations are complied with.

k. The Successful Respondent shall follow Global Harmonized System (GHS) requirements and ensure all employees are given required training and support.

l. The Successful Respondent shall have a clearly defined safety plan/rescue plan for its workers involved in hazardous activities.

m. The Successful Respondent agrees at all times to comply with Occupational Health and Safety Standards in the workplace and further agrees to adhere to Health and Safety Standards set out in applicable statutes and regulations and to comply with written Health and Safety Policies of the Township.

n. Successful Respondents with known poor safety records or with inadequate qualifications or equipment will not be considered for award.

o. Worker safety is given first priority in planning, pricing and performing the Work;

p. Its officers and supervisory employees have a working knowledge of the duties of a Constructor and Employer under the Act and the provisions of the Regulations applicable to the Work, and a personal commitment to comply with them;

q. Workers employed to carry out the Work possess the knowledge, skills and protective devices required by law or recommended for use by a recognized industry association to allow them to work in safety;

r. Its supervisory employees carry out their duties in a diligent and responsible manner with due consideration for the health and safety of the workers; and

s. All subcontractors employed by the Successful Respondent to perform part of the Work and their employees are properly protected from injury while carrying out their associated duties.

3.2 Workplace Safety Insurance Board (WSIB)

All Respondents must indicate WSIB coverage by providing their certificate number, or indicate exemption from coverage as per the *Workplace Safety and Insurance Board*,

on Appendix A – Submission Requirements.

The Successful Respondent shall provide proof of coverage and shall maintain this coverage throughout the length of the contract, work or provision of goods and/or services.

If exempt from coverage, the Successful Respondent shall obtain optional coverage in the form of a letter from WSIB and must be provided to the Township within ten (10) business days of being awarded or commencement of the contract, work or provision goods and/or services, whichever is shortest.

The Successful Respondent may request an extension, providing valid and reasonable claims for the request. Requests for an extension shall be made in writing or by email to the contact noted in Section 2.13 – Inquiries. Failure to meet the extension date as approved by the Township may result in the cancellation of the contract, work or provision goods and/or services. Refer to Section 3.12.4 – Cancellation of Contract.

3.3 Indemnification

The Successful Respondent shall indemnify and hold harmless The Township, its officers, council members, partners, agents and employees from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon The Township and against all loss, liability, judgments, claims, suits, demands or expenses which The Township may sustain, suffer or be put to resulting from or arising out of the Successful Respondent's failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or provision of goods and/or services required hereunder to be performed or rendered by the Successful Respondent, its agents, officials and employees.

3.4 Force Majeure

The Successful Respondent shall not be assessed with liquidated damages for any delay caused by Acts of God or of the Public Enemy, Acts of the Province or of any Foreign State, Fire, Flood, Epidemics, Quarantine, Restrictions, Embargoes, Labour Disruptions, Strikes, Lockouts or delays due to such causes, then the time of delivery shall be extended for a period of time equal to the time lost to such delay.

3.5 Insurance Requirements

All Respondents will acknowledge their ability to provide proof of insurance in accordance with this document and other related documents, identified in Appendix A – Submission Requirements.

All insurance costs related below will be borne by the Successful Respondent.

The Successful Respondent, as a minimum, shall provide and maintain during the term of the Contract:

Specific Conditions:

- Commercial General Liability insurance applying to all operations of the Successful Proponent which shall include coverage for bodily injury or death, broad form property damage, products and completed operations liability, owner's & contractor's protective liability, blanket contractual liability, contingent employer's liability, non-owned automobile liability and shall include cross liability and severability of interest clauses. Such policy shall be written with limits of not less than FIVE MILLION DOLLARS ($5,000,000.00) exclusive of interest or costs, per occurrence and shall include **The Corporation of the Township of Minden Hills** as an additional insured.

General Conditions:

a) The Successful Respondent shall provide proof of insurance in the form of a Certificate of Insurance.

b) All policies shall be endorsed to provide the Township with not less than 30 Days' written notice of cancellation.

c) All policies shall be with insurers licensed to underwrite insurance in the Province of Ontario with an AM Best rating of no less than A-.

d) Prior to commencement of work or the provision of goods and/or services and upon the placement, renewal, amendment, or extension of all or any part of the insurance, the Successful Respondent shall promptly provide the Township with confirmation of coverage and, if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to the supply of work or the provision of goods and/or services.

e) All applicable deductibles under the above required insurance policies are at the sole expense of the Successful Respondent.

f) All policies shall apply as primary and not as excess of any insurance available to the Township.

g) It is expected by the Township that the Certificate(s) of Insurance will provide confirmation that all insurance requirements as stated above have been met.

h) Insurance must remain in effect for the duration of the contract, Work or provision of Goods and/or Service(s) as per the terms of this document and other related documents. It will be the responsibility of the Successful Respondent to provide the Township with any and all renewal certificates during this period.

The certificate of insurance must be provided to the Township within five (5) business days of being awarded the successful submission and/or contract, or prior to commencement of the contract, work or provision of goods and/or services, whichever is shortest. Failure to submit the requested insurance certificate by the Successful Respondent shall result in a withdrawal of the contract, work and/or provision of goods and/or services by the Township.

The Successful Respondent may request an extension, providing valid and reasonable claims for the request. Requests for an extension shall be made in

writing or by email to the contact noted in Section 2.13 – Inquiries. Failure to meet the extension date as approved by the Township may result in the termination of the contract, work or provision of goods and/or services.

3.6 Bonding

3.6.1 Bid Bond

A Standard Construction Document CCDC 220-2024 Bid Bond form completed by a Surety Company authorized by law to carry on business in the Province of Ontario, in favour of the successful respondent", equal to, or greater than, 10% of the total bid price (including all charges, taxes, contingencies and allowances.

Note:
The Tender Surety will have a Tender validity date of not less than 120 calendar days from the date of Tender opening and shall be issued by reputable bonding companies, licensed to carry on business in Ontario. The original signed and sealed Tender Surety Bond only is acceptable. Photocopies of the Tender Surety Bond sent by facsimile will be declared improper and the Tender rejected. A Tender Surety submitted in a form other than as specified above will be rejected. A Tender Package submitted without a Tender Surety will be rejected.

3.6.2 Performance and Material Bond

"Performance Bond" and "Labour & Material Payment Bond" Surety Amount
Upon selection for an award of this Tender, and prior to signing of a Contract or the issuance of a Purchase Order, the selected Respondent will be required to supply the following to the Township:

a) CCDC 221-2024 Performance Bond in the amount of 50% of the Total Tender price;

b) CCDC 222-2024 Labour & Material Payment Bond in the amount of 50% of the Total Tender price.

All forms must name the "Principal" as the firm carrying out the work and not a sub-contractor or manufacturer supplying commodities to the firm carrying out the work. A Tender Package submitted without an Agreement to Bond or letter of understanding from the financial institution for the surety amounts listed, will be rejected.

3.7 Protection of Work and Property

The Successful Respondent shall provide continuous and adequate protection of all goods from damage and shall protect the Township's property from injury or damage arising until the work or provision of goods and/or services is complete. The Successful Respondent shall make good any such damage or injury.

3.8 Regulation Compliance and Legislation

The Successful Respondent shall ensure all work or provision of goods and/or services are in accordance with, and under authorization of all applicable authorities, Municipal,

Provincial and Federal legislation.

3.9 Workplace Violence and Harassment

The Successful Respondent shall comply with the Occupational Health and Safety Act, Canada Criminal Code, Ontario Human Rights Code and all other applicable legislation and/or regulations, as they relate to violence, harassment and sexual harassment in the workplace, including Municipal policies and to be subject to such policies.

3.10 Code of Conduct

Successful Respondents hired/contracted/engaged by the Township shall endeavor to at all times promote a high level of ethical conduct by themselves and their employees. In acting on behalf of the Township, no Successful Respondent, or their employees, shall at any time take any action which he or she knows, or reasonably should know, violates any applicable law or regulation.

The Township requires that Successful Respondents and their employees shall maintain high standards of professional behaviour when dealing with Members of Council, Officers of the Corporation, other Township employees, clients and the public; and further that this behaviour shall reflect positively on the reputation of the Township.

It is every Successful Respondent, and their employee's, responsibility to ensure that all information communicated is as accurate as reasonably possible. No Successful Respondent, or their employees, shall withhold information or willfully mislead Members of Council, officers, employees, clients, or the public about any issue of corporate concern.

Every Successful Respondent, and their employees shall respect the rights, privileges, diversity and dignity of the persons they interact with while contracted by the Township.

3.11 Smoke Free Workplace

The Smoke-Free Ontario Act, 2017 prohibits smoking in any enclosed workplaces, including work vehicles and any enclosed public places in Ontario in order to protect workers and the public from the hazards of second-hand smoke.

During the duration of the contract, work or provision of goods and/or services, including any related amendments and/or extensions, Successful Respondents, and their employees, shall adhere to the Smoke Free Ontario Act, 2017 and all other applicable legislation and/or regulations or requirements, in regards to cigarette, e cigarette and cannabis use.

3.12 Accessibility

Under the Accessibility for Ontarians with Disabilities Act, 2005, S.O 2005, c. 11 (AODA), the Township is required to incorporate accessibility criteria, features and designs when procuring or acquiring goods, services, self-service kiosks or facilities, including written materials, web content and the delivery of programs, except where it is not practicable to do so. Contract specifications and evaluation include these criteria, features and designs where applicable.

The Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 (AODA) and Regulation 191/11 Integrated Accessibility Standards (IAS), requires anyone who provides goods, services or facilities on behalf of the Township to receive training on these standards and on the Human Rights Code as they pertain to persons with disabilities.

Successful Respondents must keep records of all training, including dates when training was provided, the number of employees who received training and individual training records for their business. Successful Respondents are required to make this information available to the Township and/or the Province upon request.

An online Serve-Ability e-course is available for free and includes the Province's IAS training. It is the responsibility of the Successful Respondent to ensure they have read and understand the Act, Regulations and training in regards to persons with disabilities.

Web links for information and training purposes are provided below:

- AODA - https://www.ontario.ca/laws/statute/05a11
- IAS - https://www.ontario.ca/laws/regulation/110191
- Human Rights Code - https://www.ontario.ca/laws/statute/90h19?search=e+laws
- Serve-Ability - https://www.ocapdd.on.ca/Forms/Volunteer/SAE/HTML_Eng/index.html
- AccessON - https://accessontario.com/

More information on these subjects can be found on our municipal website at www.mindenhills.ca, the Regulation 191/11 Integrated Accessibility Standards, Accessibility Ontario website at AccessON, and available from the Ministry of Economic Development, Employment & Infrastructure's website, the link is provided below: (http://www.mcss.gov.on.ca/en/mcss/programs/accessibility/ado.aspx).

3.13 Contract

The Successful Respondent shall complete the work as described in accordance with the provisions, specifications and conditions outlined in the RFP documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the Successful Respondent.

3.13.1 Assignment of Contract

The Successful Respondent shall not assign transfer, convey, sublet or otherwise dispose of the contract, work or provision of goods and/or services; or his/her right, title or interest therein, or his power to execute such contract, work and/or provision of goods or services, to any other person, company or corporation, without the previous consent, in writing, of the Township's officials.

3.13.2 Sub-Contracting

The Successful Respondent, who has signed a contract with the Municipality, shall be considered to be the "prime contractor" and shall keep the operation totally under their care and control. The consent of the Municipality for assignment or sub-contracting shall

not relieve the “prime contractor” from completion of the specifications of this RFP in accordance with the terms of the contract, the work or the provision of goods and/or services. Where a Successful Respondent submits a joint proposal or proposes a partnership arrangement, the Successful Respondent must assume the lead or “prime contractor” position. As such, the Successful Respondent will have the overall responsibility for completing the contract, work or provision of goods and/or services.

3.13.3 Contract Amendments and Revisions

No amendment or revision to a contract, the work or the provision of goods and/or services shall be made unless mutually agreed to by the Township and the Successful Respondent.

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

Amendments to a contract, the work or the provision of goods and/or services are subject to the identification and availability of sufficient funds in appropriate accounts within the Township’s Council approved budget, including authorized revisions.

The Township reserves the right to change the term of the contract, the work or the provision of goods and/or services prior to the execution of an agreement, or commencement of the work or provision of goods and/or services.

3.13.4 Cancellation of Contract

The Township reserves the right to immediately terminate the contract, the work or the provision of goods and/or services awarded to the Successful Respondent, or part thereof, at its own discretion, including but not limited to such items as non-compliance, non-performance, late deliveries, inferior quality, pricing problems, etc.

The Township shall not be liable to the Successful Respondent for loss of anticipated profit on the cancelled portion or portions of the work or the provision of goods and/or services.

3.14 Conflict of Interest

The Successful Respondent shall declare any actual or potential conflict of interest that exists now or may exist in the future with respect to the Respondent’s undertaking of the work or provision of goods and/or services and shall abstain from taking on work which would represent a conflict of interest over the duration of a Contract, the work or the provision of good and/or services.

3.15 Bankruptcy

In the event that, during the duration of a contract, the work or the provision of goods and/or services, the Successful Respondent makes an assignment for the benefit of creditors, or becomes bankrupt or insolvent, or makes a proposal to its creditors, a contract, the work or the provision of goods and/or services shall immediately be terminated, and the Township shall be entitled to enter into a contract, the work or the provision of goods and/or services with another party without the consent of the Successful Respondent.

3.16 Governing Laws

A contract, the work or the provision of goods and/or services will be interpreted and governed by the laws of the Province of Ontario.

3.17 Delivery and Execution of Work

The Successful Respondent may commence work no earlier than April 19th, 2027. All work must be completed by May 14th, 2027.

The Contractor shall obey all local road load restrictions within this timeframe. Once work has commenced, the Successful Respondent shall ensure continuous operations to minimize disruption to the public and Township operations.

3.18 Pre-Start Meeting

Prior to commencing the work or provision of goods and/or services, the Successful Respondent, Director of Public Works, or designate(s) shall meet for a Pre-Start Meeting.

The Pre-Start Checklist must be signed by an authorized representative of the Successful Respondent and designate for the Township, prior to the start of any work being undertaken.

3.19 Terms of Payment

Payment will be made in response to the Successful Respondent's approved invoice to the Township. Invoices shall include the dates, hours and location of work and shall be accompanied by the following:

- Percentage of work completed
- Holdback amount

Unless otherwise stated herein, the Township's normal terms of payment will be net thirty (30) calendar days from the completion of work or provision of goods and/or services or the date of approved invoice, whichever occurs later. Invoices shall be forwarded to the attention of:

Accounts Payable
Township of Minden Hills
7 Milne Street, PO Box 359
Minden, ON
K0M 2K0
accountspayable@mindenhills.ca

3.20 Settlement of Disputes

Until the contract, work or provision of goods and/or services has been terminated, the Successful Respondent must at all times provide the work or provision of goods and/or

services. If there is a dispute or difference concerning the work or provision of goods and/or services or the interpretation of the contract, work or provision of goods and/or services then either party may notify the other that it wishes the dispute to be referred to a meeting with the CAO/Clerk and the Successful Respondent to resolve, negotiating in good faith.

3.21 Guarantee of Performance

The Successful Respondent guarantees that all work, goods and/or services will be carried out as specified, and that the Successful Respondent will, at the Successful Respondent's own expense, correct all deficiencies in a manner satisfactory to the Township, for which the Success Respondent is held responsible by the Township, and the decision of the Township in all such matters shall be final.

In the event of a multi-year award and/or contract, the Township reserves the right to terminate the contract, Work or provision of Goods and/or Service(s) at any time during the term of the contract, Work or provision of Goods and/or Service(s) due to the unsatisfactory performance of the Successful Respondent.

The Township may, without prejudice to any other remedy, correct the following:

- If the Successful Respondent fails to perform the work or provide the goods and/or services in accordance with its obligations under a contract or the award of work or the provision of goods and/or services.

- If there exists unsatisfied claims for damages caused by the Successful Respondent to anyone on the site or in connection with the work or provision of goods and/or services.

- Where there are affidavits of claim of lien, or liens filed against the site and premises on which the work or provision of goods and/or services is done or being done, or reasonable evidence of the probable filing of such affidavits of claim of lien or of filing or registration of liens.

Township's Right to Remedy Default in Provision of Services

If the Successful Respondent should neglect to execute the work or provision of goods and/or services properly (a default), after **three (3)** business days written notice to the Successful Respondent setting out the particulars of the default, the Township may remedy the default of the Successful Respondent at the sole cost and expense of the Successful Respondent.

The Township shall have the authority and discretion to retain a contractor or firm to undertake the necessary work or provision of goods and/or services to remedy the default(s) set out in the foregoing notice at the sole cost and expense of the Successful Respondent.

The Successful Respondent acknowledges and agrees that the Township shall have the authority to deduct from any payments owing to the Successful Respondent, the costs invoiced to the Township by the firm retained to remedy the default of the Successful Respondent plus a 10% administration charge (based upon amount of such invoice pre-H.S.T.). Where no payment is owing, the Township shall invoice the Successful

Respondent. The Successful Respondent agrees to pay the Township, without the right to dispute the amounts invoiced, within 15 days of the date of such invoice.

The Township's authority remedy default hereunder is without prejudice to any other remedy, action or other alternative that may be available to the Township. Continued failure of the Successful Respondent to execute the work or provision of goods and/or services properly shall result in a termination of contract, work or provision of goods and/or services. The Township shall provide written notice of termination.

3.22 Successful Respondent Performance Evaluation

Successful Respondent performance is critical to the success of Township. To this end, the Township has adopted a Successful Respondent Performance Evaluation system, by which the Successful Respondent performance will be ranked at the end of the term of contract, work or the provision of goods and/or services, or more frequently if deemed necessary.

The Township's Department Head noted on the cover page will complete the ranking. Once the ranking has been completed, a meeting will be set up by the Township, with the Successful Respondent to discuss the overall ranking for performance. From this ranking will stem a recommendation to either allow the Successful Respondent to bid on future projects, place the Successful Respondent on a two (2) year probation or to suspend the Successful Respondent from bidding on any future contracts.

In the event of a dispute over the final ranking, the Successful Respondent will have twenty (20) calendar days in which to appeal the decision.

3.23 Taxes

Unless otherwise provided herein, the Successful Respondent shall pay all government sales or excise taxes in force at the date of the contract, work or provision of goods and/or services, provided that any increase or decrease in such taxes shall increase or decrease the amount due/payable. Invoices shall show the appropriate amounts for the work or provision of goods and/or services and applicable taxes separately.

3.24 Notices

Any notice required to be given or made shall be given or made in writing and shall be served personally or mailed by registered mail addressed to the Township of Minden Hills and to the Successful Respondent at the address set forth in its submission.

4 RFP Specifications

4.1 Overview

The Township of Minden Hills is a lower tier municipality within Haliburton County. The Township is predominantly a rural community consisting of full-time residents as well as a large seasonal population. The main settlement area is Minden Village, with additional communities such as Gelert, Lochlin, Irondale and Lutterworth comprising the majority of the residents.

The new pedestrian crosswalk is to be installed on Bobcaygeon Road (locally known as Main Street) in Minden Village. The nearest municipal address is 116 Bobcaygeon Road.

The Township of Minden Hills is seeking a qualified contractor to complete all aspects of this construction project.

The Township anticipates construction to begin on or around March 1, 2027, and the project must be completed by May 31, 2027.

4.2 Scope of Work

The following documents and information are attached for the purpose of review by the Respondent prior to making a submission in response to this RFP and will form part of the Contract. The scope work includes, but is not limited to the following:

- Supply and install all materials as per the engineered drawings attached as Appendix K
- Preconstruction utility locates
- All temporary fencing, barricades, and traffic control
- Protection of the public
- All Health and Safety responsibilities as per the OHSA.
- Provide and review shop drawings
- All demolition and material hauling
- Mobilization and demobilization
- Equipment, fuel, and mechanical services

4.3 Respondent Experience

The Respondent shall submit a short summary that will accompany Appendix C – Experience, References & Contingencies, that outlines and defines their technical competence, experience on similar projects, proven performance, and availability of dedicated, experienced personnel for the duration of the project, ability to perform within time constraints, location and/or local knowledge, professional independence/ integrity and managerial ability.

This summary will be used by the Township in assessing the Respondent's ability and experience for the project.

4.4 Respondent Responsibilities

In addition to the outlined scope of work, the Successful Respondent will be responsible for all fuel, repairs, maintenance, insurance and required licencing for the operation, all mobilization, and all sundry costs.

4.5 Township Responsibilities

The Township will provide:

- Engineered project plans
- Historical or background information as available
- Site Access and washroom facilities

4.6 Utilities

All utilities locates requests are the responsibility of Successful Proponent.

4.7 Pricing Requirements

Proponents will complete the Form of Tender provided in Appendix G- Price and Delivery Schedule.

During the award process, the Township reserves the right to exclude any component of the RFP.

4.8 Site Visit

A site visit is optional and is scheduled for November 18, 2026 at 11:00am at 7 Milne Street, in Minden Hills. Please contact the Director of Public Works at mtimmins@mindenhills.ca to confirm attendance.

4.9 General Instructions

For each Specification item listed, you are required to indicate your compliance of each item. Please do so as follows:

You are able to provide the item as specified **-** indicate **YES** in the Respondent's Compliance box.

You are not able to provide the item as specified **-** indicate **NO** in the Respondent's Compliance box.

Where an item allows for an "Alternative" to the specified item, you may indicate **YES** to the item as specified or you may provide your **alternative item** in the Respondent's Comment box.

Where minimums are called for, the item must meet or exceed the capacity, size or performance as specified, unless an alternative is allowed. This specification may list only the major details for the specification items. Therefore, it is the Respondent's responsibility to deliver fully equipped items with compatible components to provide dependable efficient service:

4.10 Other Instructions

Responses to this RFP must include Mandatory Appendices noted as "Mandatory "Completion" and/or "Mandatory Submission".

4.11 Special Provisions

Item 1.01 – Insurance and Bonding

The Contract price shall include all costs associated with obtaining the required Insurance and Bonding as per the General Provisions. Payment shall be 100% of the tender amount on the initial payment certificate.

Item 1.02 – Mobilization & Demobilization

The Contract price shall include all costs related to moving onto the site, setting up a staging area and work trailers, and removing all construction related items/materials once the contract has been completed. All costs associated with the movements and inefficiencies related to the multiple stages shall be included within this item. Also included are all restoration costs associated with the staging area and construction laydown area. The lump sum price shall cover other costs incidental to the contract for which there is not a specific item. Payment shall be 60% on the first payment certificate and the remainder on the final payment certificate.

Item 1.03 – Traffic Control / Pedestrian Access

Under this item, the Contractor shall supply and maintain all temporary signing, traffic and pedestrian protection as per the Occupational Health and Safety Act, Ontario Traffic Manual (OTM) Book 7 and OPSS 706.

Two weeks prior to construction, the Contractor shall prepare and submit copies of traffic control plans for the project to the Municipality for review and approval. Work will not be permitted to begin until an approved traffic control plan has been issued to the Contractor. Every effort shall be taken to maintain two lanes of traffic during construction, however, the Contractor shall reduce the traffic to one lane with flag persons during working hours, for construction vehicle access, if required. Two lanes of traffic must be maintained while the Contractor is not on site.

Pedestrian traffic shall be maintained at all times. Temporary pedestrian access required to businesses shall be constructed and maintained during construction. The Contractor

shall include all costs associated with the staging/phasing of the proposed works and all incidental costs associated with the installation and removal of all temporary ramps, fencing, hoarding, gravel and cold mix required to maintain full access to all businesses affected by the proposed works. At no time shall a business be affected by the ongoing Construction works. The Contractor shall maintain frequent communication with the business owners throughout construction and be available to address concerns brought forward by the business owners. The Contractor will be required to identify regular delivery times for each business and revise their workday accordingly. Ongoing communication with Township staff and the Contract Administrator will be required daily throughout construction.

In the event of failure of traffic control and temporary traffic control measures, the Municipality shall notify the Contractor of the location and scope of the failure. Upon receipt of notification of failure of traffic control and temporary traffic control measures, the Contractor shall restore conditions within 24 hours of notifications, all to the satisfaction of the Municipality.

Payment shall be 60% upon erection of traffic signage and pro-rated on each subsequent payment certificate.

Item 1.04 – Catchbasin Sediment Protection

Catchbasin sediment controls shall be installed as detailed on the plans or as directed by the Contract Administrator. The Catchbasin Sediment Control shall include the following:

- Supply and install 16 gauge, 10mm wire mesh overlain with Terrafix 420R, Mirafi 170N or Armtex 230 geotextile filter fabric extending a minimum of 200mm beyond all sides of the catch basin.
- Maintain each control measure during construction.
- Remove each control measure at the completion of work.

The Contractor shall include in the price bid for this item, all labour, equipment and materials required to install, maintain until all surfaces are stabilized and removed. The Contractor shall include all costs for disposal of all materials off-site.

Measurement for payment - each (ea.).

Basis of Payment - Each catchbasin sediment control installed and maintained will be considered one unit for payment. Payment will be 50% upon satisfactory installation, 25% upon satisfactory maintenance during construction, and 25% upon removal.

Item 1.05 to 1.09 – Removals

All in accordance with OPSS 510 except as noted below.

Item 1.05 per metre bid price shall include all equipment, labour and material required to remove the existing concrete curb and earth to subgrade elevation. Disposal of the concrete shall be at 4564 Haliburton County Road 121, approximately 12 minutes south of the Village.

Item 1.06 per square metre bid price shall include all equipment, labour and materials required to remove the existing stamped concrete sidewalk, granular base and existing earth to subgrade elevation. Disposal of all material shall be at 4564 Haliburton County Road 121, approximately 12 minutes south of the Village.

Item 1.07 per square metre bid price shall include all equipment, labour and material required to remove asphalt, and granular structure to subgrade elevation and dispose of at 4564 Haliburton County Road 121, approximately 12 minutes south of the Village.

Item 1.08 per square metre bid price shall include all equipment, labour and material required to remove surface and base course asphalt, and dispose of at 4564 Haliburton County Road 121, approximately 12 minutes south of the Village.

Item 1.09 per square metre bid price shall include all equipment, labour and material required to grind existing surface asphalt at a depth of 40mm as per the contract drawings and disposal at 4564 Haliburton County Road 121, approximately 12 minutes south of the Village.

Also included in items 1.05 to 1.09 shall be all costs associated with saw cutting of existing concrete and asphalt as required to remove the concrete and asphalt without damage to remaining surfaces. All dust control suppressions required to complete the removals shall be included. Steps shall be taken as necessary to control dust resulting from operations or by public traffic such that it does not: a) affect traffic, b) enter surface waters, or c) escape beyond the right-of-way to cause a nuisance to residents, businesses, or utilities. Dust suppressants shall be applied in a manner that avoids ponding, runoff, drifting, and tracking of the material beyond the area of application.

Item 1.10 – Parking Stall Paint Removals

The lump sum price for this item shall include all costs for the labour, material and equipment required for the removal of the existing pavement markings. Pavement marking obliteration on surface course asphalt shall be carried out using a soft abrasive blast cleaning system. The contractor shall control the operation so that the surface course asphalt is not damaged in any way and to ensure that no pavement marking remains visible upon completion.

Item 2.01 to 2.04 – Pedestrian Signals

The unit price bid for this item shall include all costs for the labour, material and equipment required to supply and install the pedestrian crossing, specifically, the poles, hand controllers, battery packs, solar system, duct crossings, signage, etc. All pedestrian crossing appurtenances shall conform to the Design Drawings. The preferred pedestrian signal shall be SC315-G-RRFB Dual Light Bars, solar powered, as supplied by Cedar Signs.

https://www.cedarsignsinc.com/shop/category/its-rectangular-rapid-flashing-beacons-rrfbs-sc315-g-567

The Contractor shall provide shop drawings and cut sheets associated with the pedestrian crossing prior to ordering the product for Township review and approval.

Item 2.05 – Testing and Commissioning

The price for this item shall include all costs for the testing and commissioning of the pedestrian signals to the satisfaction of the Township.

Item 3.01, 3.02, 3.06 – Granular Materials

The scope of work under these items includes placement of granular material as outlined below:

- Item 3.01 – 150mm Granular “A” for roadway base
- Item 3.02 – 450mm Granular “B” for roadway base
- Item 3.06 – 350mm Granular “B” under curb and gutter

Prior to delivery on-site, the material shall be tested at the source. The Contractor must provide the township with test results indicating that the material to be supplied conforms to OPSS MUNI 1010. The testing must be performed by a Certified Laboratory. Compaction of granulars shall be in accordance with OPSS 501. The Contractor shall undertake quality control testing for compaction as per OPSS 501. The minimum frequency of compaction testing shall be one (1) test per 150 m for each lift of material. Written proof of the compaction (test results) shall be provided to the Contract Administrator prior to subsequent lifts of material being placed.

Measurement for payment shall be by the specified depth of material by the actual area placed by meters squared.

Item 3.03 To 3.04 – Hot Mix Asphalt

The scope of work includes the paving of HL3 and HL8 hot mix asphalt as shown on the contract drawings. The performance graded asphalt cement shall conform to OPSS MUNI 1101 specifications, PG58-34. The Contractor shall use a current Ministry of Transportation Ontario design mix, if available. If the current mix design is unavailable, the Contractor will be responsible for producing a mix design.

Existing pavements shall be cut in smooth straight lines. Lap joints of 1.0m shall be ground at construction limits with existing asphalt. Tack coat shall be applied to all asphalt and concrete vertical surfaces prior to paving. The cost of tack coat shall be included in the unit price for asphalt.

QA and QC testing shall be completed in accordance with OPSS 310.

Measurement for payment shall be by the meters squared for hot mix asphalt. There will be **no** adjustment to the payment based on changes to the MTO Asphalt Cement index.

Item 3.05 – Concrete Barrier Curb and Gutter (OPSD 600.040)

The unit price for this item shall include the labour, equipment and materials required to install the proposed concrete barrier curb and gutter in accordance with OPSD 600.040

The Contractor must provide the Contract Administrator with forty-eight (48) hours’

notice, prior to placing any concrete work. The Contractor shall be responsible for making sure a technician has been scheduled at least twenty-four (24) hours prior to placing any concrete. Any late scheduling fees accumulated from the geotechnical firm hired by the Municipality may be deducted from the total on the tendered item submitted.

Item 3.07 – Concrete Sidewalk with 150mm Granular A Bedding

The unit price for this item shall include all labour, equipment, and materials required to install the proposed concrete sidewalk and granular bedding. The concrete sidewalk shall be installed in accordance with OPSD 310.033.

Item 3.08 – Tactile Warning Indicators

The price for this item shall include all labour, equipment, and materials required to install the proposed Tactile Warning Indicators. The Tactile Warning Indicators shall be cast iron and installed in accordance with OPSD 310.039.

Item 3.09 – Signage

The price for this item shall include all labour, equipment, and materials required to install the proposed signage as detailed on the contract drawings. Wb-3 ‘NEW Signs are to be removed after 30days of the completion of the pedestrian crossing.

Item 3.10 – Line Painting

The scope of work under this item includes the installation of the ladder crosswalk, yield to pedestrian lines, accessible parking symbols, and the parking stalls as detailed on the Contract drawings. The Contractor shall install the pavement markings within (2) two weeks of installing the surface asphalt. All paint markings shall conform with the Ontario traffic manual (OTM) book 11.

Respondents acknowledge that submissions are likely to be drafted using a diverse range of approaches and, therefore, may not be readily comparable to one another. As a result, notwithstanding the application of consistent evaluation criteria as identified below, the Township shall use professional discretion in evaluating proposals.

The Township retains the right to ask Respondents for clarification regarding their submission, if doing so does not change their proposal in any way.

5.1 Evaluation Stages and Total Evaluation Points Available

The Township will conduct the evaluation of this RFP in three (3) stages as follows:

Stage 1 – Review (pass/fail)

A review will be undertaken to determine if the submitted RFP complies with all the mandatory requirements (inclusion of all Appendices and compliance with Appendix A - Submission Requirements and deadline).

A RFP that does not comply with the mandatory requirements shall, subject to the reserved rights of the Township and the Township's Procurement Policy, be disqualified and not evaluated further.

Stage 2 – Rated Criteria (30 points)

Stage 2 will consist of a scoring by the Evaluation Committee of each qualified RFP on the basis of the detailed criteria as displayed in the submitted tender.
The following is an overview of the categories and weightings for the Stage 2 criteria of the RFP:

Criteria	Maximum Points
Ability & Experience of Respondent (Appendix C)	10
Health and Safety Plan	10
Traffic Control Plan	10
Total Points	**30**

Stage 3 – Pricing (70 points)

Stage 4 will consist of a scoring of the pricing submitted on Appendix G – Price & Delivery Schedule. The evaluation of the price/cost shall be undertaken only after the first two (2) stages have been completed.

Each Respondent will receive a percentage of the total possible **70** points allocated to price by dividing the Respondent's price into the lowest submission of the short-listed Respondents.

For example, if the lowest submitted price is $120.00, that Respondent receives 100% of the points (120/120 = 100%), or **70** points. A Respondent who submits $150 receives 80% of the possible points (120/150 = 80%) or **56** points. A Respondent who submits $240 receives 50% of the possible points (120/240 = 50%) or **35** points.

5.2 Total Evaluation Points Available

Overall, a Respondent may receive a maximum of 100 Evaluation points as follows:

Criteria	Maximum Points
Stage 1 - Compliance with Submission Requirements	Pass/Fail
Stage 2 - Rated Criteria	30
Stage 3 - Pricing	70
Total	**100**

5.3 Appendix A – Submission Requirements

	Specification	Mandatory/ Optional/ Preferred/ NA	Deadline for Submission	Respondent's Compliance (see also WSIB & Insurance Acknowledgement below)
1	WSIB (Section 3.2) Account #: _____ _____ OR Check here if exempt from WSIB coverage as described in Section 2.2 of this document.	Mandatory	Within 14 days of award	Yes □ No □
2	Insurance, Indemnification and Bonding requirements as described in Sections 3.3, 3.4 and 3.5 and 3.6 of this document where applicable.	Mandatory	Bid bond due at time of submission, remaining documents to be submitted within 14 days of award	Yes □ No □
3	Product/Workmanship Warranty as described in Section 2.26 of this document.	Mandatory	Time of submission	Yes □ No □
4	Submission of all other required Appendices.	Mandatory	Time of submission	Yes □ No □
5	Site Visit as Described in Section 4.8 of this document.	Optional	NA	Yes □ No □
6	Two (2) additional hardcopies of the completed submission. (NOTE - One (1) hardcopy is mandatory).	Preferred	Time of submission	Yes □ No □

****MANDATORY COMPLETION****

All Respondents are required to successfully meet the mandatory requirements described in the following table and **submit with their response**, proof of meeting these requirements. Failure to meet the requirements under this Appendix will constitute in an automatic rejection.

WSIB and Insurance Acknowledgement

By signing below, I _____, acknowledge that
Name of individual

_____ has the ability to provide the requested WSIB, and
Name of Company

Insurance certificate(s) in accordance with this RFP document.

_____ _____
Signature Date

5.4 Appendix B – Evaluation Criteria

****MANDATORY COMPLETION****

Health and Safety Plan (Maximum 10 points):

- Proponents will provide a Health and Safety Plan that covers the general scope of work for this project. Additional detail will result in more points awarded.

Experience and References (Maximum 10 points):

- Proponents will provide three (3) references for projects of similar size and scope of work. These references will be rated based on relevance to the Minden Pedestrian Crossover, quality of reference provided and recency of referenced projects.

Contingency Plan (Maximum 10 points)

Traffic Control Plan (Maximum 10 points)

- A Traffic Control Plan should identify detours and signage as per Ontario Traffic Manual Book 7 for Temporary Conditions.

The Township reserves the right to perform such investigations as may be deemed necessary to ensure that competent personnel and management will be used in the performance of this Contract.

5.5 Appendix C - Experience, References & Contingencies

****MANDATORY COMPLETION****

A short summary, three (3) references and a contingency plan **must** be provided as per the table below for the purpose of assessing the Respondent's ability and experience.

1. Short Summary		
Respondents **shall submit, along with this document**, a **short summary** that outlines and defines their technical competence, experience on similar projects, proven performance, and availability of dedicated experienced personnel for the duration of the project, ability to perform within time constraints, location and/or local knowledge, professional independence/integrity and managerial ability.		
2. References		
No.1	**Name:**	
	Contact Name & Title:	
	Phone No.:	
	Term of Contract:	
	Nature of Contract:	
No.2	**Name:**	
	Contact Name & Title:	
	Phone No.:	
	Term of Contract:	
	Nature of Contract:	
No.3	**Name:**	
	Contact Name & Title:	
	Phone No.:	
	Term of Contract:	
	Nature of Contract:	
3. Contingency Plan		
	Respondents **shall also submit, along with this document**, a **detailed Contingency Plan** to be implemented by the Successful Respondent in the event of service and/or delivery disruptions due to emergency situations i.e. Spills, fire or other potentially hazardous occurrences.	

5.6 Appendix D - Suppliers & Subcontractors

****MANDATORY COMPLETION****

Please provide information on the suppliers and/or subcontractors as it will apply to your tender submission. If there are none, please submit N/A.

Suppliers
Supplier No.1 Name: Contact Name & Title: Address: Phone No.: Nature of goods/services supplied:
Supplier No.2 Name: Contact Name & Title: Address: Phone No.: Nature of goods/services supplied:
Contractors
Subcontractors No. 1 Name: Contact Name & Title: Address: Phone No.: WSIB: Insurance: Nature of Work to be Subcontracted:
Subcontractors No. 2 Name: Contact Name & Title: Address: Phone No.: WSIB: Insurance: Nature of Work to be Subcontracted:

5.7 Appendix E - Respondent Information

****MANDATORY COMPLETION****

Information provided must be legible and made in a non-erasable medium.

Respondent's Contact Individual	
Office Phone #	
Toll Free #	
Cellular #	
Fax #	
E-mail address	
Website	
HST Account #	
1st Emergency Contact Name	
1st Emergency Contact Phone #	
2nd Emergency Contact Name	
2nd Emergency Contact Phone #	

5.8 Appendix F – Declaration Form

****MANDATORY COMPLETION****

For the provision of:	Minden Pedestrian Crossover
As supplied by:	_____
	Firm Name
	_____
	Mailing Address City Prov. Postal Code

To:	Township of Minden Hills
	7 Milne Street, PO Box 359
	Minden, ON KOM 2K0

The Respondent Declares:

1. No person(s), firm or corporation, other than the Respondent, has any personal interest in this RFP or in the award for which this RFP is made;
2. No member of Council, no officer or employee of the Township is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or in any portion of the profits thereof, or in any of the monies to be derived, there from;
3. This submission is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a submission for the same and is in all respects without collusion or fraud;
4. The response submitted is in all respects without conflict of interest, fair and without collusion or fraud and further that no member of Council, Officer or employee of the Township has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise, regarding the work or provision of goods and/or services identified in this RFP.
5. By signing this submission, I confirm I have read, understood and accept the content, stipulations and requirements of this RFP document.

LOWEST OR ANY SUBMISSION NOT NECESSARILY ACCEPTED

Dated at _____ this _____ day of _____, 20__

_____ _____

PRINT NAME OF WITNESS PRINT NAME OF RESPONDENT

_____ _____

SIGNATURE OF WITNESS SIGNATURE OF RESPONDENT

By my signature, I hereby confirm I am a principal or have been duly authorized by the principal/board, to sign on behalf of the above named.

5.9 Appendix G - Price & Delivery Schedule

****MANDATORY COMPLETION****

(All unit prices are not to include H.S.T.)

The undersigned contractor agrees to supply and deliver the goods and services as specified and required in accordance with the Tender Documents, Drawings and Ontario Provincial Standard Specification for the following prices:

The Owner reserves the right to cancel any or all items.

SECTION NO. 1 – Site Preparation, Removals and Erosion Control						
ITEM NO.	**SPEC. NO.**	**DESCRIPTION**	**UNIT**	**QUANTITY**	**UNIT PRICE**	**TOTAL**
1.01	100, SP	Insurance and Bonding	LS	1	$_____	$_____
1.02	100, SP	Mobilization & Demobilization	LS	1	$_____	$_____
1.03	706, SP	Traffic Control / Pedestrian Access	LS	1	$_____	$_____
1.04	805, SP	Catchbasin Sediment Protection	ea	7	$_____	$_____
1.05	510, SP	Concrete Curb Removal	m	28	$_____	$_____
1.06	510, SP	Stamped Concrete Removal	m²	15	$_____	$_____
1.07	510, SP	Road Structure removal - Full depth (incl. sawcut)	m²	35	$_____	$_____
1.08	510, SP	Asphalt Removal - Surface and Base (full depth)	m²	50	$_____	$_____
1.09	510, SP	Asphalt Removal – Surface (40mm depth)	m²	120	$_____	$_____
1.10	SP	Parking Stall Paint Removal	LS	1	$_____	$_____
TOTAL SECTION NO. 1: (excluding HST)						$_____

SECTION NO. 2 – Pedestrian Signals						
ITEM NO.	**SPEC. NO.**	**DESCRIPTION**	**UNIT**	**QUANTITY**	**UNIT PRICE**	**TOTAL**
2.01	SP	6.1m Steel Pole w/ Mounting Arm Sign	ea	2	$_____	$_____
2.02	SP	Pedestrian Push Button w/ Flashing LED light bar	ea	2	$_____	$_____
2.03	SP	Solar Panel and Controller	ea	2	$_____	$_____
2.04	SP	2 x 100mm Ducts	m	10	$_____	$_____
2.05	SP	Testing and Commissioning	LS	1	$_____	$_____
TOTAL SECTION NO. 2: (excluding HST)						$_____

SECTION NO. 3 – Surface Works						
ITEM NO.	**SPEC. NO.**	**DESCRIPTION**	**UNIT**	**QUANTITY**	**UNIT PRICE**	**TOTAL**
3.01	314,501, 1010, SP	150mm Depth - Granular A	m²	30	$_____	$_____
3.02	314, 501, 1010, SP	450mm Depth - Granular B	m²	30	$_____	$_____
3.03	310, SP	50mm Depth - HL8 Asphalt Base	m²	30	$_____	$_____
3.04	310, SP	40mm Depth - HL3 Asphalt Surface Course	m²	150	$_____	$_____
3.05	353, SP	Concrete Barrier Curb and Gutter (OPSD 600.040)	m	32	$_____	$_____
3.06	314, 501, 1010, SP	350mm - Granular B (Under Curb and Gutter)	m²	26	$_____	$_____
3.07	351, 206, 314, 501, 1010 SP	Concrete Sidewalk with 150mm Granular A Bedding	m²	55	$_____	$_____

SECTION NO. 3 – Surface Works						
ITEM NO.	**SPEC. NO.**	**DESCRIPTION**	**UNIT**	**QUANTITY**	**UNIT PRICE**	**TOTAL**
3.08	SP	Tactile Warning Indicators	ea	8	$_____	$_____
3.09	2001, SP	Signage	ea	4	$_____	$_____
3.10	701, 1713, 1716, SP	Line Painting	LS	1	$_____	$_____
3.11	401, 405, 501	150mm Subdrain	m	32	$_____	$_____
TOTAL SECTION NO. 3: (excluding HST)						$_____

SECTION NO. 4- Contingency						
ITEM NO.	**SPEC. NO.**	**DESCRIPTION**	**UNIT**	**QUANTITY**	**UNIT PRICE**	**TOTAL**
4.01	NA	Contingency	LS	1	$20,000	$20,000
TOTAL SECTION NO. 4: (excluding HST)						$20,000

Bid Summary	
Total Section No. 1 – Site Preparation, Removals and Erosion Control	$_____
Total Section No. 2 – Pedestrian Signals	$_____
Total Section No. 3 – Surface Works	$_____
Total Section No. 4 - Contingency	$20,000
Sub-total Tender (excluding H.S.T)	$_____

HST # _____ **HST @ 13%**	$_____
Total Tendered Price (basis of award)	$_____

5.10 Appendix H - Guarantee of Performance/Cancellation of Contract or Provision of Goods and/or Services

****MANDATORY COMPLETION****

The Contractor guarantees that all work or provision of goods and/or services will be carried out as specified in the RFP, and that the Successful Respondent will, at the Successful Respondent's own expense, correct all deficiencies in a manner satisfactory to the Township, for which the Successful Respondent is held responsible by the Township, and the decision of the Township in all such matters shall be final.

In the event of a multi-year award and/or contract, the Township reserves the right to terminate the contract, Work or provision of Goods and/or Service(s) at any time during the term of the contract, Work or provision of Goods and/or Service(s) due to the unsatisfactory performance of the Successful Respondent. The Township may, without prejudice to any other remedy, correct the following:

- If the Successful Respondent fails to perform the work in accordance with its obligations under the contract or provision of good and/or services.

- If there exists unsatisfied claims for damages caused by the Successful Respondent to anyone on the Site or in connection with the work or the provision of goods and/or services.

- Where there are affidavits of claim of lien, or liens filed against the site and premises on which the work or provision of goods and/or services is done or being done, or reasonable evidence of the probable filing of such affidavits of claim of lien or of filing or registration of liens.

Acknowledgement

I _____, confirm that I have read, understand and agree to the requirements outlined in Appendix H – Guarantee of Performance/Cancellation of contract, work or provision of goods and/or services.

_____ _____

Signature Date

5.11 Appendix I - Agreement Acknowledgement

****MANDATORY COMPLETION****

In the event that the Township of Minden Hills wishes to enter into a Contract Agreement with the Successful Respondent for the provision of Minden Pedestrian Crossover for the Township, upon final approval from Council, Sections 3 (Contractual Requirements), 4 (Specifications-from submission), and 6 (Appendices-from submission) will form part of the agreement document.

The Successful Respondent hereby acknowledges, by signing below, that any information included in the submission, including the RFP document, Form of RFP, Appendices and/or other submission requirements, will become public information and form part of the completed Contract Agreement.

The Township encourages the use of business/professional information only in all submissions.

It is acknowledged that the agreement will be reviewed and agreed upon by both parties prior to signing.

In the event that a Respondent's submission is accepted and confirmed in writing from the Township, the submission and the acceptance shall constitute a binding contract between the Successful Respondent and the Township, and the Successful Respondent shall complete the work or provision of goods and/or services as described in accordance with the provisions, specifications and conditions outlined in this document and other related documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the Successful Respondent.

The Township encourages the use of business/professional information only in all submissions.

In the event that the terms and conditions outlined in the Engagement Letter, this document and related documents and the Successful Respondents submission to this RFP are conflicting or contradictory, the terms and conditions outlined in the Engagement Letter shall prevail.

Acknowledgement

I _____, confirm that I have read, understand and agree to the requirements outlined in Appendix I – Agreement Acknowledgement.

_____ _____

Signature Date

5.12 Appendix J – Delivery Notice

****MANDATORY COMPLETION****

Complete and affix this delivery notice to your Tender submission envelope.

No. RFP RDS 26-05

Minden Pedestrian Crossover

Deliver To:

Township of Minden Hills
7 Milne Street, P.O. Box 359
Minden, ON
K0M 2K0

Attention: Zach Drinkwalter

Respondent's Company Name:_____

Received By: _____ at the Municipal Office,

On the _____day of _____, 20__ at _____am/pm

From: _____

(Name of Person or Organization Delivering Documents)

Respondent's Contact information for communique from the Township:

Contact Individual: _____

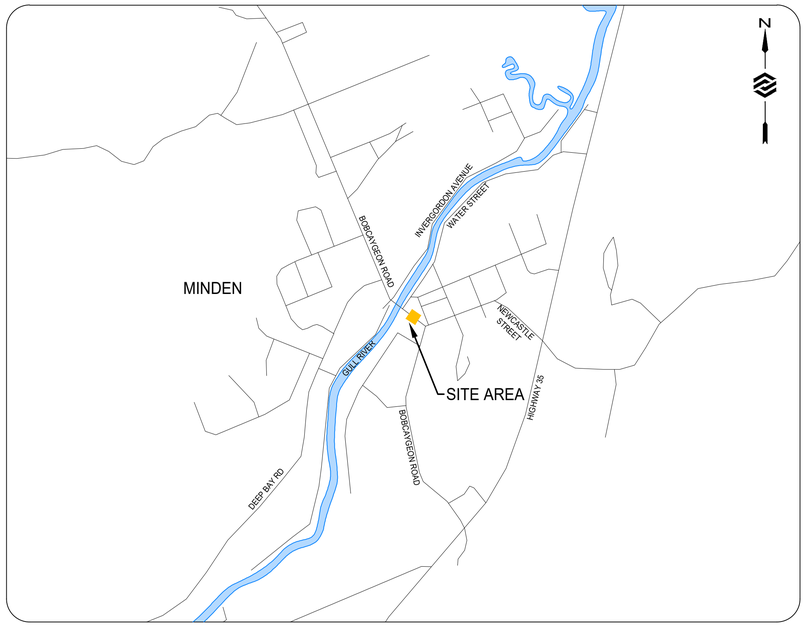
Contact e-mail: _____

Contact phone: _____

THIS DELIVERY NOTICE
IS TO BE AFFIXED TO THE OUTSIDE OF THE SEALED SUBMISSION

MINDEN PEDESTRIAN CROSSING

TOWNSHIP OF MINDEN HILLS
MINDEN, ONTARIO
ENGAGE PROJECT No: 26006
ISSUED FOR TENDER



DRAWING LIST		
SHEET No.	SHEET NAME	SHEET DESCRIPTION
1	SNL1	STANDARD NOTES, LEGEND AND DETAILS
2	ECR1	EXISTING CONDITIONS AND REMOVALS
3	PLAN1	DETAILED PLAN
4	OP1	OVERALL PLAN

ENGAGE ENGINEERING
www.engageeng.ca • 171 King Street, Suite 120, Peterborough, ON • Phone: (705) 755-0427

TOWNSHIP OF MINDEN HILLS

CLIENT: TOWNSHIP OF MINDEN HILLS		DRAWN BY: J.BURKE	
PROJECT LOCATION: MINDEN, ONTARIO		DESIGNED BY: J.BURKE	
DATE: 2026-03-12		APPROVED BY: B.PARSONS	
9.			
8.			
7.			
6.			
5.			
4.			
3.	ISSUED FOR TENDER	JB	2026-11-13
2.	ISSUED FOR 90% REVIEW	JB	2026-10-05
1.	ISSUED FOR 60% REVIEW	JB	2026-03-17
No.	REVISION	BY	DATE

MINDEN PEDESTRIAN CROSSING
TOWNSHIP OF MINDEN HILLS
MINDEN, ONTARIO
ENGAGE PROJECT No: 26006
ISSUED FOR TENDER

Date: Nov. 09, 2026 - 6:18 am Plotted by: JBurke Filename: S:\01 - Projects\26000\26006 - Minden Pedestrian Crossing Design\02 Design\01 - Drawings\01 - Current Drawings\26006 - CP1.dwg

LEGEND

REMOVAL AND ADJUSTMENTS

- (A) APPURTENANCE ADJUSTMENT BY CONTRACTOR (CB,MH,WV etc.)
- (B) ADJUSTMENT BY OTHERS
- (C) RELOCATE EXISTING STRUCTURE
- (EX) EXCAVATE/BACKFILL EX. STRUCTURE
- (S) REMOVE, SALVAGE AND REINSTALL
- (E) TO BE EXPOSED BY CONTRACTOR

GENERAL ITEM REMOVAL

STRUCTURE AND PIPE REMOVAL

GENERAL AREA REMOVAL

LIMIT OF CONSTRUCTION

UNDERGROUND SERVICES

SEWERS:

PROPOSED SANITARY SEWER MAIN AND MANHOLE

EXISTING SANITARY SEWER MAIN AND MANHOLE

PROPOSED SANITARY SERVICE AND CLEANOUT

EXISTING SANITARY SERVICE AND CLEANOUT

PROPOSED STORM SEWER MAIN AND MANHOLE

EXISTING STORM SEWER MAIN AND MANHOLE

PROPOSED STORM SERVICE

PROPOSED CATCH BASIN MANHOLE

PROPOSED DOUBLE CATCH BASIN MANHOLE

PROPOSED CATCH BASIN

PROPOSED DOUBLE CATCH BASIN

EXISTING CATCH BASIN MANHOLE

EXISTING DOUBLE CATCH BASIN MANHOLE

EXISTING CATCH BASIN

EXISTING DOUBLE CATCH BASIN

WATER:

PROPOSED WATER MAIN AND VALVE

EXISTING WATER MAIN AND VALVE

PROPOSED WATER SERVICE AND CURB STOP VALVE

EXISTING WATER SERVICE AND CURB STOP VALVE

PROPOSED HYDRANT SET

EXISTING HYDRANT SET

WATER VALVE PROFILE

BEND PROFILE

CROSS PROFILE

FIRE HYDRANT PROFILE

TEE PROFILE

REDUCER PROFILE

- MONITORING WELL
- CROSS
- TEE
- 90° BEND
- 45° BEND
- 22.5° BEND
- 11.25° BEND
- 5° BEND
- REDUCER

NATURAL GAS:

EXISTING GAS MAIN

EXISTING GAS VALVE

EXISTING VENT PIPE

EXISTING GAS METER

ROAD SURFACE FEATURES:

PROPOSED / EXISTING RETAINING WALL

PROPOSED / EXISTING FENCE

PROPOSED / EXISTING EDGE OF GRAVEL

PROPOSED / EXISTING ROAD CENTRELINE

PROPOSED / EXISTING DITCH/SWALE

PROPOSED / EXISTING CONCRETE SIDEWALK

CONCRETE BARRIER CURB (OPSD 600.110)

CONCRETE CURB AND GUTTER (OPSD 600.040)

DROP CURB (AT CURB AND GUTTER)

PROPOSED LIGHT DUTY ASPHALT PAVEMENT

PROPOSED HEAVY DUTY ASPHALT PAVEMENT

PROPOSED DRIVEWAY PAVEMENT

PROPOSED INTERLOCKING PAVERS

PROPOSED TOPSOIL AND SOD/SEED AREA

LEGAL AND SURVEY CONTROL:

PROPERTY LINE

RIGHT-OF-WAY LIMITS

SUBJECT SITE PROPERTY BOUNDARY

- IRON BAR
- ROUND IRON BAR
- CUT CROSS
- HORIZONTAL CONTROL MONUMENT
- VERTICAL CONTROL MONUMENT
- BENCHMARK

COMMUNICATIONS/ELECTRICAL UTILITIES:

OVERHEAD BELL

UNDERGROUND BELL

OVERHEAD HYDRO

UNDERGROUND HYDRO

LIGHT STANDARD

UTILITY POLE LIGHT STANDARD

UTILITY PEDESTAL

UTILITY POLE

GUY ANCHOR

MAIL BOX

VEGETATION:

- HEDGE
- TREE CONIFEROUS
- TREE DECIDUOUS
- SHRUB
- STUMP
- ROCK

SIGNAGE:

- RAIL ROAD SIGN
- EXISTING / PROPOSED ROAD SIGN
- DISPLAY BOARD SIGN

EROSION AND SEDIMENT CONTROL:

- SILT FENCE
- ROCK CHECK DAM
- STRAW BALE CHECK DAM
- RIP-RAP
- MUD MAT

GENERAL:

1. ALL CONSTRUCTION AND MATERIALS TO BE IN ACCORDANCE WITH:

   -ONTARIO PROVINCIAL STANDARD DRAWINGS & SPECIFICATIONS
   -APPLICABLE CONTRACT DOCUMENTS AND ALL SPECIFICATIONS REFERENCED HEREIN.
2. THE CONTRACTOR SHALL CONSTRUCT ALL WORK IN ACCORDANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT, HEALTH AND SAFETY REGULATIONS FOR CONSTRUCTION PROJECTS.
3. THE CONTRACTOR SHALL RESTORE OR REPLACE DAMAGED SERVICES TO EXISTING OR BETTER CONDITION.
4. THE CONTRACTOR SHALL RESTORE ALL DISTURBED AREAS TO EXISTING OR BETTER CONDITION, OR PER THE ENGINEERING SPECIFICATIONS REFERENCED HEREIN.
5. THE CONTRACTOR SHALL COORDINATE AND PAY FOR ALL TRAFFIC CONTROL AND SAFETY MEASURES IN ACCORDANCE WITH THE ONTARIO TRAFFIC MANUAL, BOOK 7, TEMPORARY CONDITIONS.
6. THE CONTRACTOR SHALL DISPOSE OF ALL WASTE MATERIALS IN ACCORDANCE WITH THE MINISTRY OF THE ENVIRONMENT GUIDELINES AND LOCAL MUNICIPAL BYLAWS.
7. WHERE UTILITIES ARE SHOWN ON THE CONTRACT DRAWINGS, THEIR LOCATION IS APPROXIMATE. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
8. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS TO COMPLETE THE WORK INCLUDING ROAD CUT PERMITS, OCCUPANCY PERMITS, ENCROACHMENT AGREEMENTS.
9. ANY UTILITY POLES THAT MAY BE UNDERMINED BY THE CONSTRUCTION ACTIVITY ARE TO BE BRACED. THE CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS TO HAVE THE POLES BRACED IN ACCORDANCE WITH THE APPROPRIATE UTILITY REQUIREMENTS; THE COST FOR THIS WORK IS INCLUDED IN THE UNIT PRICES FOR THE WORK ITEMS AFFECTED.
10. ALL EROSION AND SEDIMENT CONTROL MEASURES IDENTIFIED ON THE CONTRACT DRAWINGS ARE TO BE IN PLACE PRIOR TO THE START OF CONSTRUCTION.
11. ACCESS TO ALL PRIVATE PROPERTIES FRONTING THE CONSTRUCTION SHALL BE MAINTAINED AT ALL TIMES. TEMPORARY ACCESS RESTRICTIONS WILL ONLY BE PERMITTED WHERE REQUIRED TO FACILITATE UNDERGROUND SERVICING, ASPHALT AND CONCRETE PLACEMENT. THE CONTRACTOR SHALL PROVIDE 48 HOURS NOTICE TO THE MUNICIPALITY AND THE AFFECTED PROPERTY OWNERS PRIOR TO ACCESS INTERRUPTION.
12. ALL PROPERTY BARS DISTURBED OR DAMAGED DURING CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR AT THE CONCLUSION OF THE CONTRACT, AT THEIR EXPENSE.
13. ALL MANHOLE AND CATCHBASIN FRAMES AND GRATES WITHIN THE TRAVELLED PORTION OF THE ROAD SHALL BE SET TO BASE ASPHALT ELEVATION AND RAISED PRIOR TO PLACEMENT OF SURFACE ASPHALT. ALL MANHOLE AND CATCHBASIN FRAMES AND GRATES IN THE BOULEVARD SHALL BE SET TO FINAL GRADE.
14. ALL DIMENSIONS SHALL BE CHECKED AND VERIFIED IN THE FIELD BY THE CONTRACTOR PRIOR TO CONSTRUCTION. ANY DISCREPANCIES SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER.
15. EXISTING SIGNAGE WITHIN THE ROAD ALLOWANCE SHALL BE REMOVED AND SALVAGED BY THE CONTRACTOR PRIOR TO CONSTRUCTION AND REINSTALLED UPON COMPLETION. REGULATORY SIGNAGE SHALL REMAIN IN PLACE AT ALL TIMES.
16. PEDESTRIAN CROSSING LAYOUT TO BE CONSTRUCTED AS PER OTM BOOK 15 AS A LEVEL 2 TYPE B CROSSING.

SURVEY:

1. EXISTING UNDERGROUND SERVICES, UTILITIES, AND TOPOGRAPHIC INFORMATION IS BASED UPON:
   - TOPOGRAPHIC SURVEY PROVIDED BY ENGAGE ENGINEERING.
2. THE CONTRACTOR SHALL PROVIDE DETAILED LAYOUT FOR THE WORK INCLUDING CALCULATIONS OF LAYOUT DIMENSIONS AND ELEVATIONS.
3. THE CONTRACTOR SHALL PROVIDE AN AUTOCAD AND ACCOMPANYING HARDCOPY OF THE AS CONSTRUCTED WORKS. THE DRAWINGS SHALL CONVEY ALL UNDERGROUND SERVICING AND INFRASTRUCTURE BASED ON TOPOGRAPHIC SURVEY OF THE WORKS.

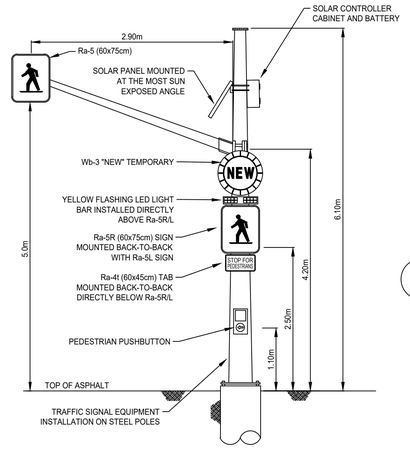
ROADS

1. ROAD SUBGRADE AND BOULEVARDS SHALL BE COMPACTED TO 98% SPDD. SUBGRADE SHALL BE PROOFROLLED PRIOR TO PLACEMENT OF GRANULAR MATERIAL.
2. SIGN MOUNTING HEIGHTS, AND LATERAL OFFSETS SHALL BE IN ACCORDANCE WITH THE ONTARIO TRAFFIC MANUAL (OTM) BOOK 1B, SECTION 12.
3. GRANULAR 'A' AND 'B' ROAD BASE TO BE COMPACTED TO 100% SPMDD.
4. 100MM DIAMETER PERFORATED SUBDRAINS WITH FACTORY INSTALLED FILTER FABRIC SHALL BE INSTALLED BELOW CURB IN 300MM DEEP GRANULAR 'A' TRENCH IN ACCORDANCE WITH OPSS 405, AND CONNECTED TO EACH CB OR CBMH IN ACCORDANCE WITH OPSD 216.021.
5. AN APPLICATION OF TACK COAT IS TO BE APPLIED TO ALL BASE ASPHALT AREAS INCLUDING SAW CUTS FOR LAP JOINTS PRIOR TO PLACEMENT OF SURFACE ASPHALT.
6. ALL CURB AND GUTTER SHALL BE CONCRETE BARRIER CURB WITH STANDARD GUTTER IN ACCORDANCE WITH OPSD 600.040, UNLESS NOTED OTHERWISE ON THE DRAWINGS. ALL CURBS AT INTERSECTIONS FOR WALKWAYS, DRIVEWAYS, AND SIDEWALK LOCATIONS SHALL BE DEPRESSED IN ACCORDANCE WITH 310.030.
7. PAVEMENT STRUCTURE SHALL CONSIST OF THE FOLLOWING:

ROADWAY	450mm GRANULAR B 150mm GRANULAR A 50mm HL8 40mm HL3
SIDEWALK	150mm CONCRETE 150mm GRANULAR A

LINE PAINTING

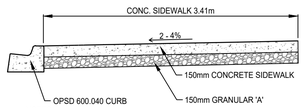
1. ALL PAINT MARKINGS SHALL CONFORM WITH THE ONTARIO TRAFFIC MANUAL (OTM), BOOK 11.
2. PARKING STALL LINES ARE TO BE WATER-BASED LATEX PAINTS AND WHITE IN COLOUR
3. ACCESSIBLE PARKING SYMBOL ARE TO BE WATER-BASED LATEX PAINTS
4. YIELD LINES ARE TO BE THERMOPLASTIC AND WHITE IN COLOUR
5. CROSSWALK AND ARE TO BE THERMOPLASTIC
6. ACCESSIBLE PARKING STALLS ARE TO BE 7.0m IN LENGTH UNLESS OTHERWISE NOTED ON DRAWING
7. STANDARD PARKING STALLS ARE TO BE 6.0m IN LENGTH UNLESS OTHERWISE NOTED ON DRAWING



NOTES:

1. PEDESTRIAN SIGNAL POLE TO BE CONSTRUCTED AS PER OTB BOOK 15 PEDESTRIAN CROSSING TREATMENTS AS IN A LEVEL 2 TYPE B CROSSING

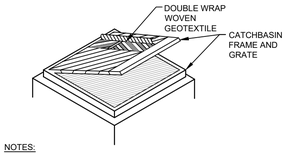
1 CROSSING SIGNAL POLE DETAIL
SCALE: N.T.S.



NOTES:

1. GRANULAR 'A' TO EXTEND DOWN TO TOP OF ROAD GRANULAR STRUCTURE FOR SECTION WITHIN ROAD

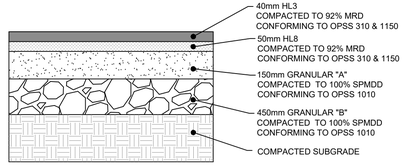
4 CONCRETE SIDEWALK STRUCTURE
SCALE: N.T.S.



NOTES:

1. TO BE INSTALLED ON ALL CATCHBASINS AND MAINTAINED DURING CONSTRUCTION.
2. WOVEN GEOTEXTILE TO HAVE EQUIVALENT OPENING SIZE BETWEEN 0.15mm AND 0.25mm.
3. WOVEN GEOTEXTILE TO BE REPLACED PERIODICALLY WHEN ACCUMULATED SEDIMENT INTERFERES WITH DRAINAGE.

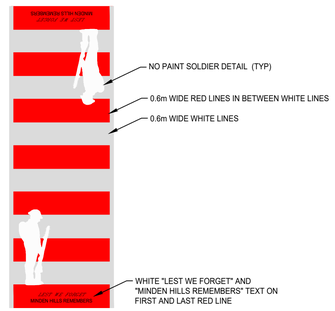
2 CATCHBASIN SEDIMENT PROTECTION
SCALE: N.T.S.



NOTES:

1. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.

3 FULL DEPTH PAVEMENT STRUCTURE
SCALE: N.T.S.



NOTES:

1. DIMENSIONS TO BE AS PER OTM BOOK 15

5 LADDER CROSSWALK
SCALE: N.T.S.

SURVEY
TOPOGRAPHIC SURVEY PROVIDED BY ENGAGE ENGINEERING ETC DATED MARCH 2026.

BENCHMARK
CENTER OF MH LID AT NORTH EAST CORNER OF INTERSECTION OF WATER STREET AND BOBCAYGEON ROAD FRONTING OF SOUND BODY.
ELEV: 272.80m

NOTES:

No.	REVISION	BY	DATE
7.			
6.			
5.			
4.			
3.	ISSUED FOR TENDER	JB	2026-11-13
2.	ISSUED FOR 90% REVIEW	JB	2026-10-05
1.	ISSUED FOR 60% REVIEW	JB	2026-03-17

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MINDEN PEDESTRIAN CROSSING

TOWNSHIP OF MINDEN HILLS

STANDARD NOTES, LEGEND AND DETAILS

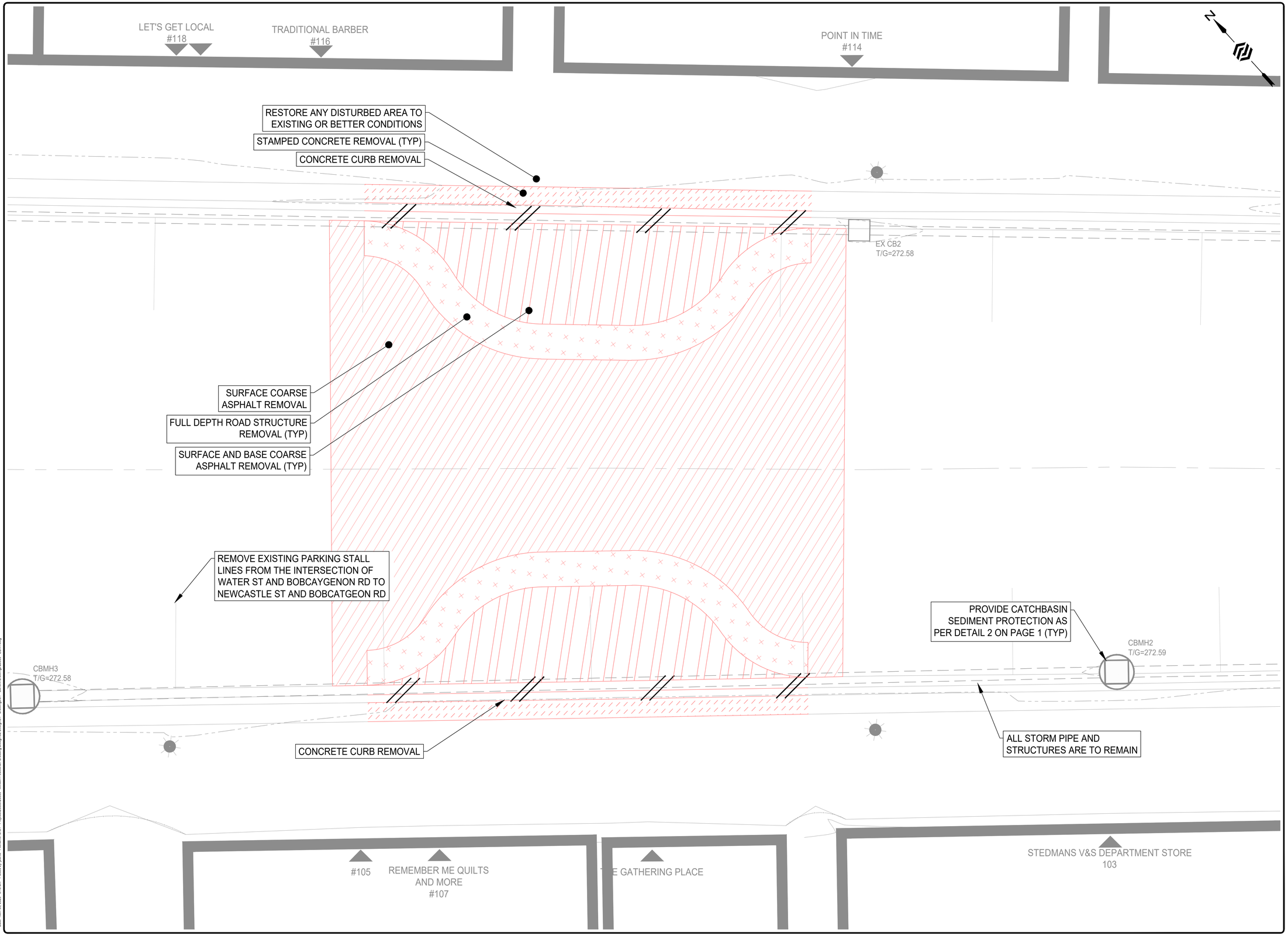
MINDEN, ONTARIO

DRAWN BY:	J.BURKE
DESIGNED BY:	J.BURKE
APPROVED BY:	B.PARSONS
DATE:	2026-03-12
SCALE:	VARIES

STAMP: LICENSED PROFESSIONAL ENGINEER — B.T.PARSONS — 100213434 — 2026-11-13 — PROVINCE OF ONTARIO

PROJECT NUMBER:	SHEET NAME:	SHEET:
26006	SNL1	1 OF 4

26006 - CP1
Date: Nov. 09, 2026 - 6:18 am Plotted by: jburke Filename: S:\01 - Projects\26000\26006 - Minden Pedestrian Crossing Design\02 Design\01 - Drawings\01 - Current Drawings\26006 - CP1.dwg



SURVEY
TOPOGRAPHIC SURVEY PROVIDED BY ENGAGE ENGINEERING ETC DATED MARCH 2026.

BENCHMARK
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MINDEN PEDESTRIAN CROSSING

TOWNSHIP OF MINDEN HILLS

EXISTING CONDITIONS AND REMOVALS

MINDEN, ONTARIO

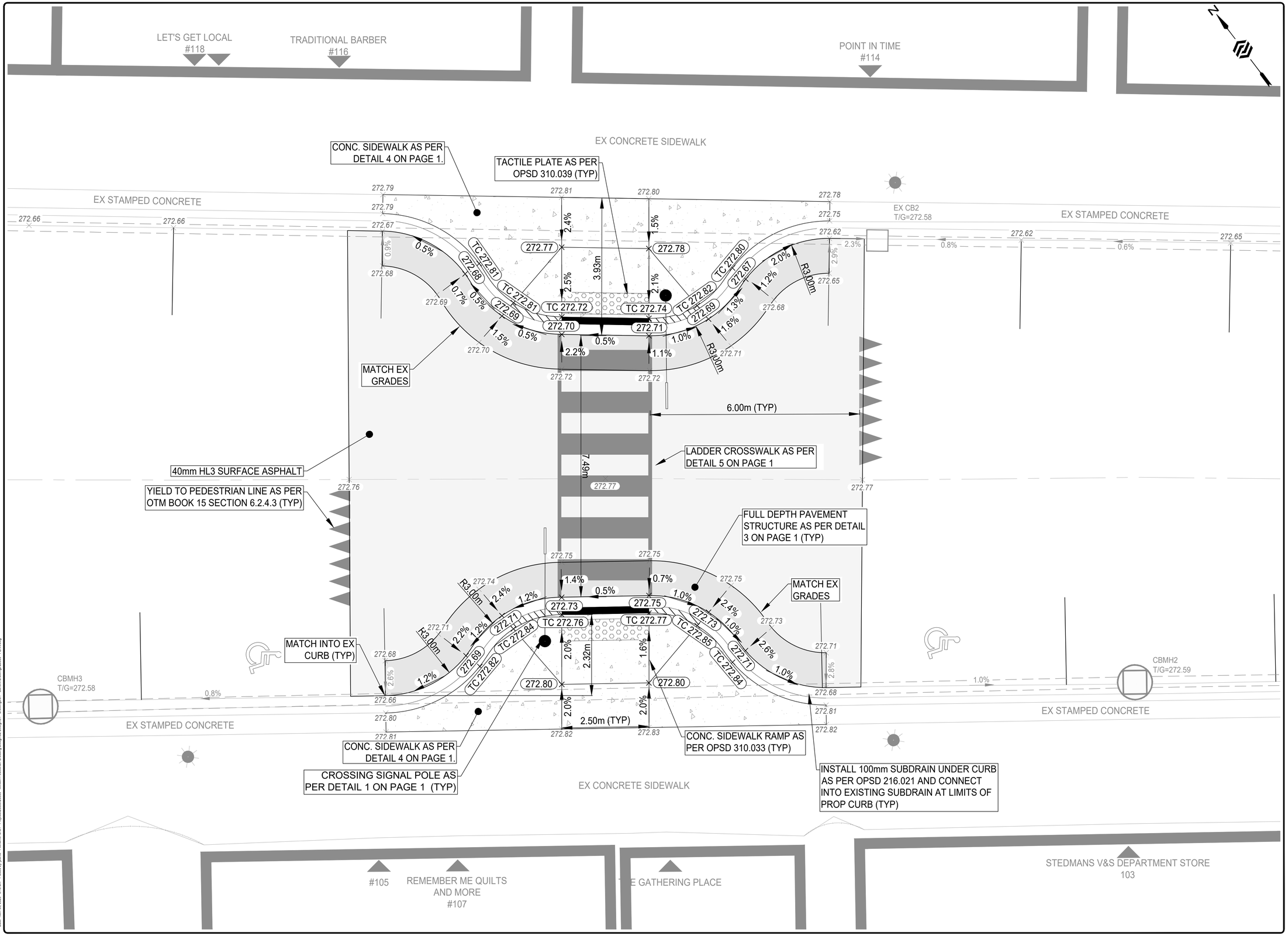
DRAWN BY:	J.BURKE
DESIGNED BY:	J.BURKE
APPROVED BY:	B.PARSONS
DATE:	2026-03-12

STAMP: LICENSED PROFESSIONAL ENGINEER — B.T.PARSONS 100213434 — 2026-11-13 — PROVINCE OF ONTARIO

SCALE: 1:50 (0, 1, 2)

PROJECT NUMBER:	SHEET NAME:	SHEET:
26006	ECR1	2 OF 4

26006 - ECR1
Date: Nov. 09, 2026 - 6:18 am Plotted by: jburke Filename: S:\01 - Projects\26000\26006 - Minden Pedestrian Crossing\Design\02 Design\01 - Drawings\01 - Current Drawings\26006 - ECR1.dwg



SURVEY
TOPOGRAPHIC SURVEY PROVIDED BY ENGAGE ENGINEERING ETC DATED MARCH 2026.

BENCHMARK
CENTER OF MH LID AT NORTH EAST CORNER OF INTERSECTION OF WATER STREET AND BOBCAYGEON ROAD FRONTING OF SOUND BODY.
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MINDEN PEDESTRIAN CROSSING

TOWNSHIP OF MINDEN HILLS

DETAILED PLAN

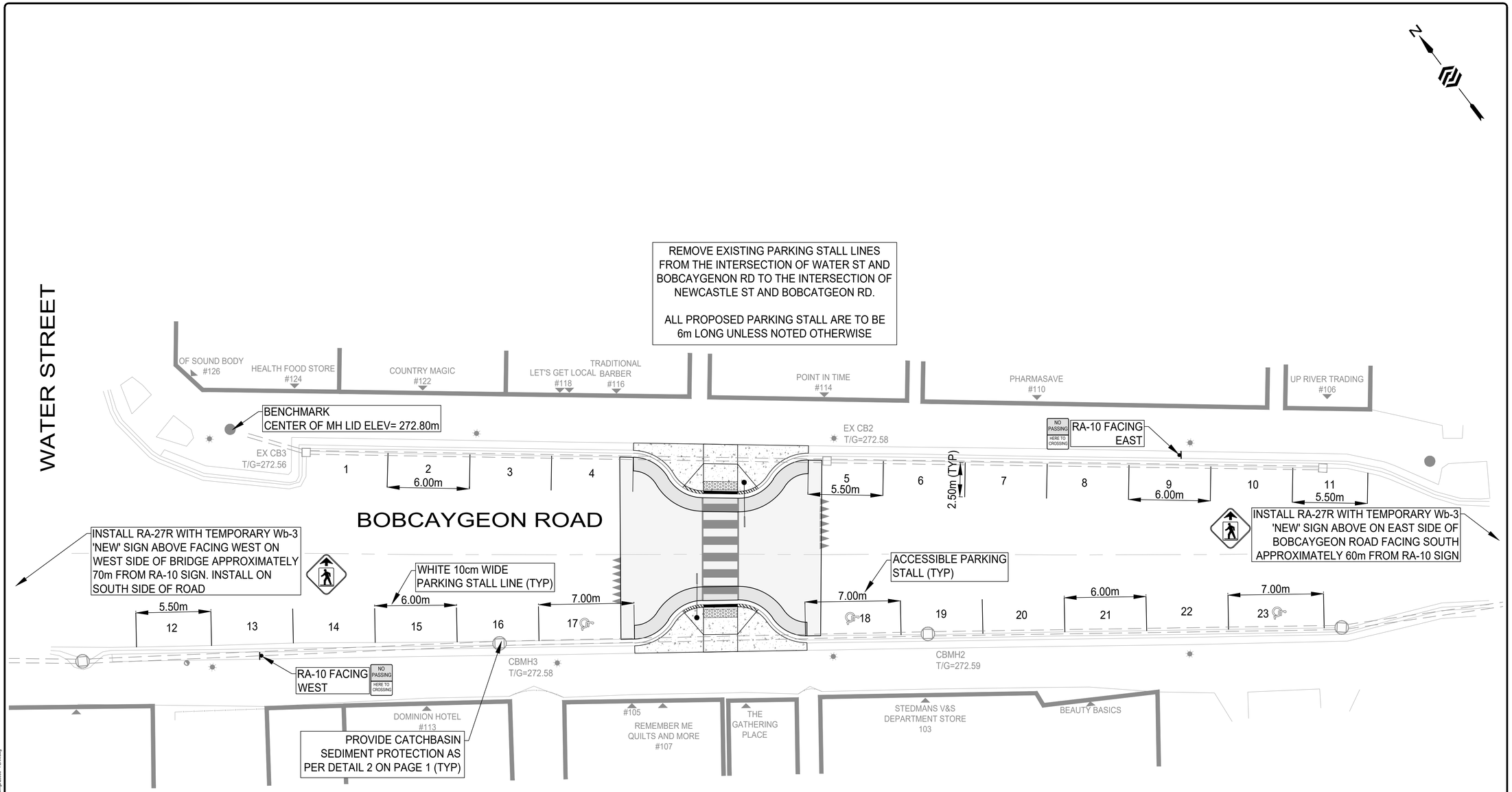
MINDEN, ONTARIO

DRAWN BY:	J.BURKE
DESIGNED BY:	J.BURKE
APPROVED BY:	B.PARSONS
DATE:	2026-03-12
SCALE:	1:50

STAMP: LICENSED PROFESSIONAL ENGINEER — B.T.PARSONS — 100213434 — 2026-11-13 — PROVINCE OF ONTARIO

PROJECT NUMBER:	SHEET NAME:	SHEET:
26006	PLAN1	3 OF 4

26006 - PLAN
Date: Nov. 09, 2026 - 6:18 am Plotted by: jburke Filename: S:\01 - Projects\26000\26006 - Minden Pedestrian Crossing Design\02 Design\01 - Drawings\01 - Current Drawings\26006 - PLAN.dwg



SURVEY
TOPOGRAPHIC SURVEY PROVIDED BY ENGAGE ENGINEERING ETC DATED MARCH 2026.

BENCHMARK
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MINDEN PEDESTRIAN CROSSING

TOWNSHIP OF MINDEN HILLS

OVERALL PLAN

MINDEN, ONTARIO

DRAWN BY:	J.BURKE
DESIGNED BY:	J.BURKE
APPROVED BY:	B.PARSONS
DATE:	2026-03-12
SCALE:	1:150

STAMP: LICENSED PROFESSIONAL ENGINEER — B.T.PARSONS — 100213434 — 2026-11-13 — PROVINCE OF ONTARIO

PROJECT NUMBER:	SHEET NAME:	SHEET:
26006	OP1	4 OF 4

26006 - PLAN
Date: Nov. 09, 2026 - 6:18 am Plotted by: jburke Filename: S:\01 - Projects\26000\26006 - Minden Pedestrian Crossing Design\02 Design\31 - Drawings\31 - Current Drawings\26006 - PLAN.dwg