

**THE REGIONAL MUNICIPALITY OF NIAGARA**

**REQUEST FOR PROPOSAL**

**NATURAL HERITAGE IMPACT ASSESSMENT STUDY**

**WAINFLEET SERVICING**

**PROPOSAL NUMBER 2009-RFP-**

**ISSUE DATE: MONDAY, JANUARY 5<sup>TH</sup> 2009**

**CLOSING LOCATION:**

**OFFICE OF THE REGIONAL CLERK  
THE REGIONAL MUNICIPALITY OF NIAGARA  
2201 ST. DAVID'S ROAD  
THOROLD, ONTARIO, L2V 4T7**

**CLOSING DATE AND TIME:**

**TUESDAY, JANUARY 27<sup>TH</sup>, 2009  
2:00 P.M. LOCAL TIME**

## **BID IRREGULARITIES**

### **RESPONSES FOR ADMINISTERING IRREGULARITIES CONTAINED IN BIDS**

<b><u>IRREGULARITY</u></b>	<b><u>RESPONSE</u></b>
1. Late Bids	Automatic rejection; not read publicly and returned unopened to the bidder.
2. Unsealed Envelopes	Automatic rejection
3. Insufficient Financial Security (e.g. No or insufficient bid deposit) (if requested)	Automatic rejection
4. Failure to insert the name of the bonding company in the space provided for in the Form of Tender (if requested)	Automatic rejection
5. Failure to provide a letter of agreement to bond where required (if requested)	Automatic rejection
6. Incomplete, illegible or obscure Bids or Bids which contain additions not called for, erasures, overwriting (not initialled), errors or irregularities of any kind	48 Hours to rectify situation
7. Documents in which all necessary Addenda have not been acknowledged	48 Hours to confirm Bid to the satisfaction of Purchasing Services
8. Failure to attend mandatory site visit (if requested)	Automatic rejection
9. Bids received on documents other than those provided by the Region	Automatic rejection
10. Failure to insert the Bidder's business name in the spaces provided in the Form of Tender	Automatic rejection
11. Failure to include signature of the person authorized to bind the Bidder in the space provided in the Form of Tender	48-Hours to rectify situation
12. Qualified bids (bids qualified or restricted by an attached statement)	Automatic rejection
13. Bids containing minor obvious clerical errors	48-hours to correct and initial errors.
14. Bids completed and/or signed in erasable medium	Automatic rejection

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(ALL BEING PART OF THIS REQUEST FOR PROPOSAL)

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### 1. Background

#### i) **Class Environmental Assessment Study**

In January 2003, Niagara Region Council in collaboration with Wainfleet Township agreed to jointly undertake a Class Environmental Assessment (EA) for the Lakeshore Area of Wainfleet Township. The purpose of the EA was to develop servicing solutions that would address environmental and public health issues related to failing septic systems and contaminated drinking water supplies potentially affecting Wainfleet Lakeshore area residents.

In July 2005, after following the prescribed provincial requirements set out in the Environmental

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Assessment Act, the Region/Township filed a Notice of Completion for the Wainfleet Water and Wastewater Servicing Project Class EA. The required documentation was submitted to the Ministry of the Environment. The EA servicing solution includes the following:

- Wastewater - Extend a municipal wastewater trunk system from Port Colborne and construct a local sewage collection system in the Lakeshore Area of Wainfleet Township, and
- Water - Extend a municipal water supply from the existing system in Port Colborne and construct a local distribution system in the Lakeshore Area of Wainfleet Township.

This servicing solution is referred to as the “Project” in this Request for Proposal.

In September 2006, the Minister of the Environment, having given careful consideration to issues raised during the Environment Assessment (EA) process, rendered a decision to allow the Region/Township to proceed with the project. This decision was made following a thorough Ministry review of the legislative requirements, technical documentation and public input that took place over a 14-month period.

In rendering the decision, the Minister imposed fifteen conditions on the proponent. These issues relate to the project cost evaluation used to compare alternatives, the social impact of the project, potential effects to the natural environment within the proposed right-of-way, identification of possible areas of archaeological potential within the proposed right of way and consultation with the public. These topics form the basis of the Minister’s conditions on the project, as summarized below:

- Cost Evaluation And Sharing Plan - A cost evaluation/sharing plan must be prepared for the project. The plan will include detailed cost estimates based on the most up-to-date information available; various cost-sharing scenarios between the Province, Region, Township and benefiting property owners; and contingency measures to be followed if external funds are not secured.
- Social Impact Assessment - In addition to information previously provided in the Class EA documents, the Minister requires that a social impact assessment be prepared. This must address the financial impacts of the cost-sharing scenarios and determine if benefiting property owners would be caused long-term hardship as a result of the Project. Natural Resource Impact Assessment - As part of the project’s detailed design, the Minister requires that a site-specific natural resources impact assessment be undertaken that builds upon the ecological investigations completed as part of the Class EA submission. This will focus on the proposed facility alignment and pumping station sites and evaluate potential construction impacts and mitigation. This condition includes a commitment by the proponent to follow an environmental monitoring program during and after construction.
- Archaeological Assessment - The Minister requires the preparation of a Stage 1 Archaeological Assessment (and a Stage 2, if required) along the proposed infrastructure right-of-way to determine if the project will impact areas of archaeological potential. If evidence of archaeological resources is encountered, further work may be warranted in accordance with provincial regulations.

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- Public Consultation - The Minister requires that the public continue to be consulted through to completion of project construction. At a minimum, this includes one public open house to present the findings of the above-noted studies, solicitation of public comment into the findings of these reports, and filing of the reports for public review.
  - Report on How Provincial Conditions Were Satisfied – Along with copies of the aforementioned reports, the Region will be required to advise the MOE as to how these conditions were fulfilled.

This assignment is specific to Condition 3, Natural Resources Impact Assessment. The condition reads as follows (in its entirety):

“3. The Region and/or Township shall prepare as part of the Project’s detailed design a natural resources impact assessment that builds upon the ecological investigations completed as part of the ESR. This will include the Environmental Monitoring Program committed to by the Region and Township in the ESR. The natural resources impact assessment will be developed in consultation with the Ministry of Natural Resources and the Niagara Peninsula Conservation Authority and submitted to those agencies for review and comment for a minimum 30-day period. The assessment shall include a comprehensive evaluation of potential impacts to the natural resources and features along the preferred alignment and pumping station sites as refined during detailed design. The assessment will evaluate impacts during construction and any permanent impacts within the study area and identify the specific mitigation measures that will be implemented. The assessment shall be completed in advance of any construction related to the Project.”

A full copy of the Minister’s letter of decision is attached as Appendix “B” to this RFP.

The scope of this assignment is to complete the Natural Heritage Impact Assessment Study to fulfill Condition 3 of the Minister’s Decision. The detailed work program can be found in Section III – Scope of Work.

## **ii) Post Approval Work**

Since the Minister’s endorsement of the Environmental Study Report, Niagara Region and the Township of Wainfleet have completed the following:

- a) Technical Review Workshop, April 2007 – at the direction of Regional Council, this workshop was held to evaluate alternative technologies. This was a follow-up workshop to the Value Analysis Workshop held during the EA process (refer to ESR for details on Value Analysis Workshop). The preferred option of centralized services as determined by the EA process remains the technical solution. Alternative technologies such as small bore gravity sewers or small bore low pressure sewers are being considered as part of the detailed design.
- b) Enhanced Conceptual Design – this report was completed by Hydromantis (November 2007) following the Technical Review Workshop. A copy of this report is available for viewing through Niagara Region. Consultants reviewing this document are advised that this document addresses wastewater collection only; consultants are to refer to the Environmental Study

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- Report for the water distribution solution.
- c) Staff report PWA 147-2007 – Regional Council endorsed the municipal service option as the solution to be carried forward, subject to certain directions to be completed and reported back to Regional Council.
  - d) Staff Report PWA173-2007 – Project Development Structure to Manage the Implementation of the Wainfleet Servicing Project.
  - e) Township of Wainfleet New Official Plan – The Township is completing a new Official Plan that will address the Lakeshore Area. The following is an extract from the RFP for the new Official Plan:

“All of the Township, including the lakeshore area, is not serviced by municipal water and wastewater services. Historic planning practices and the lack of comprehensive long-range growth strategies have resulted in over development on undersized lots in the lakeshore community that has, in part, led to documented groundwater contamination and pollution problems.

In an effort to address the environmental and health risk issues associated with this problem, the Region of Niagara has initiated a Servicing Plan for the Lakeshore Road area that may result in the installation of municipal sewer and water along Lakeshore Road. However, should municipal services be provided, there is a concern that pressure for significant additional development may occur.

Accordingly, it is important to fashion a proper relationship between protecting the unique character of the area and its natural resources while recognizing that the installation of municipal services will increase the potential for the further development. Accordingly, Township Council has requested the preparation of a Special Policy Area for the Lakeshore Community (to be part of the Official Plan) to guide the overall development of the area.”

## 2. Date & Place for Receiving Proposals

All submissions must be sealed and be received by the office of the Regional Clerk, The Regional Municipality of Niagara, Campbell West Building, 2201 St. David’s Road, Thorold, Ontario no later than 2 p.m. local time, **Tuesday, January 27<sup>th</sup>, 2009.**

Submissions received after this deadline will not be accepted and will be returned unopened to the proponent. Please note that proponents are solely responsible to ensure that their submissions are received by the office of the Regional Clerk on or before the deadline. The Regional Clerk will not accept any submission after this deadline notwithstanding the reason for its late receipt.

Please also note that, in the event of any question regarding the timely receipt of any submission, the time on the clock designated by the Regional Clerk will absolutely prevail over any other time piece regardless of any discrepancies between the time on the Regional Clerk’s designated clock and actual time.

Bids will be opened for **REGISTRATION OF BIDS RECEIVED** only, at a public meeting at

2:15 p.m. local time, **Tuesday, January 27<sup>th</sup>, 2009.**

NO FURTHER INFORMATION WILL BE MADE AVAILABLE AT THIS TIME.

**3. Form of Proposal**

Proposals shall be submitted in two (2) envelopes addressed to The Regional Clerk, at the address noted above, which clearly identifies the document(s) enclosed as a proposal gives note of the proposal number and the name and address of the proponent.

Proposals must be submitted on the attached “Form of Proposal” and enclosed in an envelope addressed to the Regional Clerk at the address noted above, which clearly identifies the document(s) enclosed as a proposal, gives note of the proposal number and the name and address of the proponent.

The Form of Proposal is to be submitted in envelope “A”.

The Region bears no responsibility for any proposal(s) which are lost, misplaced or are not considered as a result of failure to use these envelopes.

Proponents will be allowed to attach descriptive literature for the sole purpose of amplifying the bid. Adjustments by fax or letter to a proposal already submitted will not be considered. The Proposal Form must be properly completed and witnessed in the spaces provided on the Form and signed by the proponent or responsible official of the firm bidding.

Catalogues, brochures and bulky documents will be submitted under separate cover and must be clearly identified as being supplementary documents for this Request for Proposal.

**4. Documentation**

Five (5) sets of documents are required for each proposal. At least one set must carry original signatures and be marked as “MASTER”. Additional sets may be photocopied and marked as “DUPLICATE”.

**5. Proposal-Envelope “A”**

In addition to the Form of Proposal (Appendix “A”), the proponent shall provide a brief proposal, **either** in text or tabular format, maximum twenty (20) pages not including covering letter, resumes and company credentials. The minimum acceptable font size is 12. The proposal to undertake this assignment shall include a clear outline, including the following general items, in a brief Letter of proposal to undertake this assignment. The proposal should include items listed hereunder, but also include other considerations based on the proponent’s understanding of the project.

- The proponent’s interest in carrying out the project and an understanding of the objective(s) of this project.

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- The proponent's proposed methodology for carrying out the work.
  - A detailed work plan and a weekly project schedule which will identify all major components of this project and their anticipated start and completion dates. The work plan shall address the tasks outlined in the Scope of Work.
  - A description of the consulting team, the lead persons, and the relevant experience and qualifications of each individual **along with an estimate of the percentage of time each key member will dedicate to this project (the individual's hours divided by total project hours)**.
  - Identification of all sub-proponents, their qualifications and experience, as well as their specific role in the project.
  - Commitment (time and resources) expected to be provided by Niagara Region.
  - Disclosure of any perceived conflict of interest.

**Note: Proponents shall not include any details of man-hours except in the sealed cost envelope.**

#### **6. Proposal Cost-Envelope "B"**

- Fill out the costs for the tasks in the worksheet titled Summary of Proposal Cost provided in Appendix A and include in Cost-Envelope "B".
- Disbursement costs which may include mileage, telephone charges, printing and reproductions, fax charges, courier services, and computer services etc.;
- Compliance with the Niagara Region's insurance requirements, as indicated in Clause 20 of this section;
- A fee schedule indicating a per diem rate or hourly rate for each proponent and sub-proponent staff on the project team for the entire project duration;

No invoice for services rendered will be honoured if that invoice puts the total cost of the job over the upset limit set out in the agreement. If additional costs are to be incurred over the upset limit, the proponent shall obtain written authorization from Niagara Region to proceed with these additional costs prior to the additional charges being incurred. Further, Niagara Region will not honour any work that was not authorized in accordance with Niagara Regional policy. Verbal authorization, regardless of the source, will not be honoured in considering invoices. Any invoice received, that does not meet the above requirements, will be returned unpaid and no late payment charges can be claimed.

#### **7. Additional Recommendations**

Proponents are encouraged to submit any value added recommendations for consideration by the Region.

In the event that a prepared proposal does not precisely and entirely meet the requirements of this Request for Proposal, Niagara Region reserves the right to enter into negotiations with the selected proponent(s) to arrive at a mutually satisfactory arrangement with respect to any modifications to the proposal.

**8. Compliance**

Alternative proposals may be considered, however, any deviations to the Region's RFP document must be clearly defined and are subject to acceptance or rejection by the Region in its discretion. Absence of comment will be assumed to indicate full compliance. Proponents are encouraged to offer comments that clarify the content and intent of their proposal.

**9. Joint Proposals**

In the event that a joint proposal is submitted on behalf of two or more companies, the name and role of each partner in the joint proposal must be clearly identified and the document signed by an authorized officer of each company.

If a joint proposal is to be considered it will be necessary for one of the companies listed in the document to be named as the prime contractor and to accept responsibility for the level and quality of service provided and coordinate services as required by Niagara Region.

**10. Withdrawal of Proposal**

A proposal may be withdrawn unopened after it has been deposited, if such request is received in writing by the Clerk prior to the time specified for the opening of proposals.

**11. Clarification**

It will be the proponent's responsibility to clarify any details in question before submitting a bid. All official correspondence should be directed to and will be issued by Kelly Hecimovich, Purchasing Agent, The Regional Municipality of Niagara, Campbell West Building, 2201 St. David's Road, Thorold, Ontario, L2V 4T7, Telephone 905-685-4225 ext 3470, Fax: 905-682-8521, E-mail: Kelly.hecimovich@niagararegion.ca. Any questions must be received in writing no later than Wednesday, January 21st, 2009.

The Regional Municipality of Niagara bears no responsibility for any oral communication, instruction or suggestions.

**12. Acceptance or Rejection of Proposals**

The Regional Municipality of Niagara reserves the right in its total discretion to accept or reject any or all proposals for any reason whatever, and to accept or reject any proposal if considered best for

the interests of The Regional Municipality of Niagara. The lowest or any proposal will not necessarily be accepted. All documentation is subject to review by staff for mathematical accuracies and compliance with the specifications and terms and conditions.

**13. Informal Proposals**

Proposals which are incomplete, conditional or obscure, or which contain additives not called for, erasures, alterations or irregularities of any kind may be rejected as informal. The Regional Municipality of Niagara reserves the right to waive informalities at its discretion.

**14. Proposal Expiry Date**

Proponents hereby acknowledge that offers contained within their proposal shall remain open for acceptance by Niagara Region for a period of not less than ninety (90) days from the closing date established for proposals.

**15. Announcement**

No announcement concerning the successful proposal will be made until a complete report is prepared and approved by The Regional Municipality of Niagara.

**16. Progress Payments**

Payments will be made on a monthly basis.

**17. Billing**

Invoicing addresses and other billing information will be supplied to the successful proponent.

**18. Intent of Scope of Work**

It is the intent of the attached scope of work to describe specific details of services required. It is the responsibility of the successful proponent to supply any service not described in the scope of work but which may be reasonably implied to discharge the scope of work covered in this Request for proposal.

**19. Sales Taxes**

Prices quoted will be Federal Goods and Services Tax and Provincial Sales Tax extra where applicable.

**20. Liability Insurance Policy**

The proponent and all sub-proponents shall purchase and maintain at all times during the term of this Agreement, or as otherwise set out in this Agreement, the insurance coverage listed below:

- (a) Comprehensive General Liability Insurance

Commercial General Liability insurance insuring the proponent and covering all Services as described in the Agreement. The policy will be extended to include bodily injury and property damage, personal and advertising injury, products and completed operations, blanket contractual, a severability of interest and cross liability clause to a limit of not less than FIVE MILLION DOLLARS (\$5,000,000) per occurrence. A commercial general liability policy that has an aggregate limit will be acceptable except under the products and completed operation extension. The policy shall be endorsed to include the Owner as an additional insured. The policy shall include a cross liability clause written as follows:

The insurance as is afforded by this policy shall apply in respect to any claim or action brought against anyone insured by any other insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured. Any breach of a condition of this policy by any insured shall not affect the protection given by this policy to the owner.

## 20. Liability Insurance Policy

a) Non-owned Automobile to a limit of no less than TWO MILLION DOLLARS (\$2,000,000).

b) Automobile Insurance

Automobile Insurance (OAP1) for both owned and leased vehicles with inclusive limits of not less than TWO MILLION DOLLARS (\$2,000,000).

c) Other Insurance

Any other type (e.g. Environmental), form or as otherwise may be required from time to time as identified at any time by either party.

All policies of insurance shall: (a) be written with an insurer licensed to do business in Ontario; (b) be non-contributing with, and will apply only as primary and not excess to any other insurance or self-insurance available to the proponent; and (c) contain an undertaking by the insurers to notify the Owner in writing not less than thirty (30) days before any material change in risk or cancellation of coverage.

If coverage under the Errors and Omissions policy is cancelled within the two (2) year period after the termination or expiration of this Agreement, the proponent shall provide the Owner with notice within ninety (90) days of cancellation and shall be required to purchase an extended reporting endorsement to confirm that coverage is maintained.

Certificates of insurance originally signed by authorized insurance representatives, or if required by the Owner, certified copies of all the above-mentioned policies, shall be delivered to the Owner prior to the commencement of the Services. All subsequent policy renewals and certificates of insurance thereafter, during the time that this Agreement is in force, shall be

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forwarded to the Owner within sixty (60) days of their renewal date.

**21. Failure to Perform**

Failure to comply with all terms and conditions of this proposal, and failure to supply all documentation as required herein, within the specified time period, shall be just cause for cancellation of the award. Niagara Region shall then have the right to award to any other proponent, or call new proposals.

**22. Disqualification of Proponents**

If more than one proposal is received from an individual, firm, partnership, corporation or association under the same or different names all such proposals will be rejected. Any evidence of collusion between proponents will be sufficient to reject all proposals so affected.

**23. Error and Correction**

The Regional Municipality of Niagara reserves the right in its total discretion to make all necessary corrections to any proposal which contains mathematical errors and may refer to the unit price in making such corrections.

**24. Firm Prices**

Prices proposed are to be in Canadian Funds, and to include all necessary labour, material and equipment required for the execution of the work, and are to remain firm for acceptance for a period of ninety (90) days after closing date.

**25. Ability and Experience of the Proponents**

Each proponent shall satisfy The Regional Municipality of Niagara, as to their ability and experience in supplying the services offered in their proposal. The Regional Municipality of Niagara will not award a contract to any company that cannot furnish evidence satisfactory to the Region, in its sole discretion, that they have the necessary ability, dedication, equipment, capital and experience to provide the services required.

**26. Incurred Costs**

The Regional Municipality of Niagara will not be liable nor reimburse any proponents for costs incurred in the preparation of proposals, attendance at meetings/related travel costs, or any other services that may be requested as part of the evaluation process.

**27. Conflict of Interest**

The proponent shall disclose to Niagara Region prior to award of the agreement, any potential conflict of interest. If such a conflict of interest does exist, the Region may, at its discretion, withhold the award until the matter is resolved or refuse to award.

**28. Confidentiality**

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The proposal must not be restricted by any statement, covering letter or alteration by the proponent in respect of confidential or proprietary information. Niagara Region will treat all proposals as confidential. Niagara Region will comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and its retention by-law pursuant to the *Municipal Act*, in respect of all proposals. All Public Reports approved by the Council of the Region will become public information. Such Public Reports will not include proposal documents. Niagara Region will not return or destroy all copies of any unsuccessful proposal.

## 29. **Vendor Performance**

The Corporation may, in its sole discretion, reject a Bid if a proponent:

- (i) has, at any time, threatened, commenced or engaged in legal claims or litigation against the Corporation;
- (ii) previously provided goods or services to the Corporation in an unsatisfactory manner;
- (iii) has failed to satisfy an outstanding debt to the Corporation;
- (iv) has a history of illegitimate, frivolous, unreasonable or invalid claims;
- (v) provides incomplete, unrepresentative or unsatisfactory references; or
- (vi) has engaged in conduct that leads the Corporation to determine that it would not be in the Corporation's best interests to accept the Bid.

## 30. **Indemnification**

The successful proponent shall indemnify and save harmless the Region, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of the negligence, errors, omissions, fraud or wilful misconduct of the successful proponent, its officers, employees, agents and subcontractors, or any of them, attributable to or in connection with the delivery or performance of the goods and services contemplated in this Request for Proposal, except to the extent that same is attributable to or caused by the negligence of the Region, its officers, employees and agents, or any of them. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the successful proponent in accordance with this Request for Proposal.

## 31. **Evaluation**

### i) **Method**

Proposals received on time will be reviewed and deviations and/or exceptions to the requirements of this RFP will be noted and assessed. Proponents may be contacted to explain or clarify their proposals however, they will not be permitted to alter information as submitted. The two envelope system will be utilized with the Form of Proposal and pricing information submitted in envelope "B" and the proposal itself submitted in envelope "A". The proposals will be evaluated and scored based on the listed criteria excluding the cost component. Each criterion will be scored between 0 and 10 and multiplied by the weight to establish the weighted score. The total technical

weighted scores for each bid will be tabulated. Only proponents receiving a minimum technical score of 70% (i.e. 59.5 out of a possible 85 points, please refer to Section 31 ii) Criteria) will have their cost proposal envelope opened.

Only proponents' Envelope "B" containing the pricing information will be opened if the price component of the evaluation criteria could still impact the total overall weighted score. The pricing information envelopes which are not opened will be returned to the proponents. The lowest priced proposal will receive the maximum score for the cost element. proposal costs will be prorated proportionally from the lowest cost to the highest cost up to a value of 1.5 times of low cost and that no points will be awarded for costs exceeding 1.5 times of low cost.

**ii) Criteria**

Proposals will be scored based on the following:

	<b>Item/Factor</b>	<b>Weighting</b>	<b>Company 1 (1-10)</b>	<b>Weighted Score</b>
1.	Applicable Technical Expertise and Resources	10%		
2.	Team Strength and Leadership	15%		
3.	Same or Very Similar Project Experience	10%		
4.	Past Performance Record (Budget/Schedule/Project Success)	10%		
5.	Project Understanding	10%		
6.	Methodology (Work Plan, Innovation, Client Administrative Input, Workload, Schedule, Etc.)	20%		
7.	Local Expertise Factor	5%		
8.	Public Consultation Experience	5%		
	<b>Sub-Total</b>	85%		
9.	Cost Factor	15%		
	<b>Grand Total</b>	100%		

**32. Award**

Negotiations, if any, must be successfully concluded and documented before a final recommendation is made. The first ranked proponent, having acceptable terms and conditions, will be recommended for award. If approved, the Regional Municipality of Niagara will notify the successful proponent in writing of the acceptance of its proposal. The successful proponent shall be bound to execute an agreement with the Region within fourteen (14) days of contract award. The date of the contract award shall be taken as the date on which the proponent is notified of the acceptance of its proposal.

The successful proponent must submit the following to the Region within **fourteen (14) days** of the Contract award:

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- (a) A fully executed agreement in triplicate;
  - (b) A Certificate of Insurance which complies with the insurance requirements set out in Clause 20 of this Section.

### 33. **Performance Unsatisfactory**

The contract will be deemed to be in default when the proponent fails to:

- Perform any specification, term or requirement included herein, in a good and proper manner.
- Provide any deliverable(s) in accordance with the Requirements incorporated in the contract.
- Adhere to specified delivery requirements and/or dates.

### 34. **Purchasing By-Law**

Submissions will be solicited, received, evaluated, accepted and processed in accordance with Niagara Region's Purchasing By-law as amended from time to time. In submitting a bid in response to this solicitation, the proponent agrees and acknowledges that it has read and will be bound by the terms and conditions of Niagara Region's Purchasing By-law.

The Purchasing By-Law can be viewed on the Region's website, [www.niagararegion.ca](http://www.niagararegion.ca)

### 35. **De-Briefing**

After the selection has been made, an unsuccessful bidder may request a debriefing session to discuss their submission by contacting the project manager. The project manager will conduct a debriefing, by telephone, for the purpose of explaining the evaluation process, discussing only the bidder's submission, its ranking, and explaining why they were not selected. The following is the manager contact information:

Name: Mary Lou Tanner, MCIP, RPP  
Phone Number: 905-685-4225 ext 3518

All other inquiries are to be in accordance to clause 11, page 10.

### 36. **Exclusion**

Except as expressly and specifically permitted herein, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Bidder shall be deemed to have agreed that it has no claim.

### 37. **Minor Non-Compliance**

Bids which fail to conform to the requirements of this invitation in form or content may be disqualified as non-compliant. However, the Region may, in its sole discretion, waive minor non-compliance and retain, for consideration and possible award, bids which do not conform to the requirements of the invitation in form or content, where such bids appear to offer the best value to the Region. Bidders are cautioned that any such retention of non-conforming bids for evaluation and possible award will be a rare event and solely at the Region's discretion. Bidders are urged to ensure their bid is fully compliant with all requirements of the invitation.

## **PROJECT TASKS**

The general approach should follow the tasks outlined below:

### **1. STUDY AREA**

Appendix “C” identifies the study area for the Wainfleet Servicing Area Study as well as the preferred alignment for sewer and water linear infrastructure, pumping station locations, and water booster station locations. The study area includes the Wainfleet Lakeshore Community which is located along the Lake Erie shoreline that was the focus of the Region/Township’s 2005 Environment Assessment submission. The Wainfleet Lakeshore Community is a developed area of approximately 1,250 permanent and seasonal residences relying on private water and wastewater services (i.e. private water wells and individual on-site septic systems). The Wainfleet Lakeshore Community stretches for approximately 16.5 kilometres from the Township boundary with Port Colborne in the east to the boundary with Haldimand County in the west.

The Natural Resources Impact Assessment Study is to focus on the alignment of servicing per the Minister’s conditions (see maps in Appendix “C” for servicing alignment). Consultants are advised that it is the expectation of the Region, Township and review agencies that impact assessment of linked features and functions (adjacent to the servicing route) will be part of the Impact Assessment Study.

### **2. STUDY PURPOSE**

The purpose of this consulting agreement is to satisfy the requirements of the Minister of the Environment to undertake a Natural Resources Impact Assessment that builds upon the ecological investigations completed as part of the Region/Township’s Environmental Study Report (ESR), which will:

- Include a comprehensive evaluation of potential impacts to natural resources and features along the preferred alignment and interconnected natural resources
- Completing additional inventories for flora and fauna and an assessment of habitat and potential habitat for species
- Evaluate construction-related impacts and any permanent impacts within the study area
- Identify specific mitigation measures that will be implemented

The consultant will also develop an Environmental Monitoring Program to be adopted by the Region/Township and applied during the construction and post-construction phases of the Project, subject to the decision of Region/Township Councils to implement the municipal water and wastewater systems. Both the Natural Resources Impact Assessment and the Environmental Monitoring Program will be developed in consultation with the Natural Resources Advisory Committee for the Wainfleet Project (see Section 4 ii)).

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### 3. CONSULTANT TEAM EXPERTISE

The proposal is to identify a lead project manager with significant expertise in Natural Heritage Impact Assessment for Water and Wastewater Environmental Assessments. At a minimum, the consultant team must demonstrate competencies and expertise in the following disciplines:

- Terrestrial and avian ecology
- Environmental planning
- Landscape ecology and more specifically the ability to analyze and synthesize linkages and inter-relationships of natural resources at a landscape level
- Fisheries Biology
- Hydrogeology with specific expertise in construction site dewatering
- Drainage
- Water resources including surface water quality and quantity, hydrology, stream morphology, stormwater management, and surface water/ground water interaction
- Geology
- Certification in the Ontario Wetland Evaluation System
- Knowledge of the Ecological Land Classification
- Wetland ecology
- Forestry
- Local (Carolinian) flora and fauna identification
- Environmental monitoring program development and implementation

Consultant teams are to submit the following information as part of their proposal:

- a) Legal name and address of the company, including legal form of company. This is to be included for any sub-consultants on the project team.
- b) Name of lead consultant if the project team includes sub-consultants.
- c) Name of consultant project manager.
- d) Company profile including number of employees, number of years in business (for lead firm and sub-consultants as appropriate).
- e) Summary of similar projects previously or currently undertaken and experience and qualification of key employees, including description of the work undertaken, date undertaken, client name and address, references, including address and telephone number and project title (for lead firm and sub-consultants as appropriate).
- f) Resumes of key personnel including, as a minimum, project manager, together with their qualifications, availability and experience on similar work.
- g) Project data sheets on similar projects that demonstrate the team's ability to complete the assignment (for lead firm and sub-consultants as appropriate).
- h) Detailed description of how the consultant project team fulfills the competencies required by Niagara Region (see above).
- i) Confirmation of availability of firms in RFP and lead personnel for the duration of the project (commencement February 2009 and concluding mid 2010).
- j) Other pertinent data deemed important by the proponent.

**4. WAINFLEET SERVICING PROJECT – PHASE 2**

Through Staff Reports PWA 173-2007 and PWA 174-2007 Regional Council identified the project structure and scope of work for the next components of the Wainfleet Servicing Project. The following is a description of the project elements of Phase 2 together with their status.

**i) Work Program Tasks and Responsibilities**

Niagara Region and the Township of Wainfleet are in the process of engaging several additional consultants to fulfill the Minister’s Conditions. The following is a brief description and status:

<b>Assignment</b>	<b>Description</b>	<b>Project Lead</b>	<b>Status</b>
Township of Wainfleet New Official Plan	Prepare a new Official Plan for the Township	Chuck Miller, Manager of Planning, Township of Wainfleet	Consultant Team Selected (Sorensen Gravely Lowes)
Engineering Design	Preliminary Engineering Design and Detailed Design Assignment	Robin Young, P. Eng. Project Manager Niagara Region	RFPQ Closed RFP To Be Issued
Natural Resources Impact Assessment	Impact Assessment and Environmental Monitoring Program	Mary Lou Tanner, MCIP, RPP Manager of Design and Construction (Wainfleet) Niagara Region	Subject of Current RFP
Archaeological Impact Assessment	Impact Assessment	Mary Lou Tanner, MCIP, RPP Manager of Design and Construction (Wainfleet) Niagara Region	Consultant to be Selected
Geotechnical	Test Boreholes	Robin Young, P. Eng. Project Manager Niagara Region	As needed

Note on Engineering Design Assignment: Niagara Region is undertaking the engineering design in accordance with the Ministry endorsed Environmental Study Report. As part of the detailed design, Niagara Region will be examining alternative technologies to reduce the project’s overall cost. Consultants for the Natural Resources Impact Assessment Study are advised that the location of the pumping stations and booster stations may change as part of the engineering design assignment. Consultants are required to include a **provisional item** in their cost submission for additional field work and impact assessment for two alternative sets of pumping station and booster station locations.

**ii) Project Structure**

The Wainfleet Servicing Project, Phase 2, is lead by the Manager of Design and Construction (Wainfleet Project). The project is structured to ensure coordination, oversight, and input from senior staff and agency representatives from Niagara Region and the Township of Wainfleet. In addition, a Public Liaison Committee has been established consisting of members of the Wainfleet

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Community. The following are the key organizational elements:

- a) Joint Advisory Committee – This committee consists of senior Regional staff, three members of Regional Council, and members of Council from Wainfleet and Port Colborne, as well as senior Regional staff.
- b) Project Team – This team is the main working group of the project and is lead by the Project Lead. It includes key members of Regional and Township staff to provide technical input and oversight of the project.
- c) Public Liaison Committee – This Committee is to provide a mechanism for community-wide exchange, communication and collaboration to ensure that the public consultation process provides effective communication on the project.
- d) Natural Resources Advisory Committee – This Committee is set up specifically to provide oversight of the Natural Resources Impact Assessment Study. Members of the Committee are Niagara Region (Public Works, Planning); Township of Wainfleet (Planning); Niagara Peninsula Conservation Authority; Ministry of Natural Resources.

The selected consultant team will be expected to make presentations to each of the above committees. In the proposal, consultants must include in their pricing **six** presentations to each of the above four committees. Consultants are also to include in their pricing two presentations to each of Regional Council and Township of Wainfleet Council (total four presentations).

Consultants are also to include a **provisional item** for an additional eight presentations to the project's committees.

## **5. NATURAL RESOURCES IMPACT ASSESSMENT WORK PLAN TASKS**

In response to this Request for Proposal, the consultant will elaborate on how the following study requirements will be addressed.

### **Task One – Undertake a Background Review**

The Natural Resources Impact Assessment will be prepared as part of the Project's detailed design stage and will build upon the ecological investigations completed as part of the ESR. The Consultant will review the database, natural environmental inventories (aquatic, terrestrial, wildlife, species) and findings of the ESR and identify data gaps that must be addressed in the Natural Resources Impact Assessment. The Consultant will also review comments submitted by agencies on the final ESR and incorporate those comments into the work program. The Consultant will describe these gaps and propose an approach to compiling the required published information and/or undertaking the necessary field investigations to assemble this data. This shall include but not be limited to:

- Surface water quality and quantity;
- Provincially Significant Wetlands, Locally Significant Wetlands as well as all other wetlands regulated by the Conservation Authority;
- Significant woodlands;
- Valleylands;
- Areas of Natural and Scientific Interest (ANSI's);

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- Significant Wildlife habitat;
  - Significant habitat of endangered species and threatened species;
  - Species of Concern and their habitat;
  - Drainage;
  - Watercourses;
  - Floodplains;
  - Fisheries (fish and fish habitat);
  - Hydrology;
  - Surface water – groundwater interconnections;
  - Groundwater quality, quantity and flow patterns;
  - Stream morphology;
  - Earth sciences (bedrock geology; overburden);
  - Natural hazards; and
  - Natural heritage corridors and linkages including ecological function, surface and groundwater features, and hydrological functions..

This review is to be undertaken at a landscape level analysis as well as feature based.

Deliverable: Background report on study area and natural resources.

### **Task Two – Review of Environmental Policy**

The Natural Resources Impact Assessment Study must, at its conclusion, demonstrate conformity with the Provincial Policy Statement, the Regional Policy Plan (Amendment 187 is of specific note), the Niagara Peninsula Conservation Authority’s Policy Manual, areas regulated by the NPCA under Section 28 of the Conservation Authorities Act, Species at Risk identified through the Endangered Species Act, Fisheries Act, MNR Wetland Mapping, and other policy/legislation as appropriate. Consultants are specifically to note that the Ministry of Natural Resources is preparing updated mapping of Provincially Significant Wetlands. In this task, the consultant will prepare a background report on the applicable policies and identify specifically how each is proposed to be addressed throughout the remainder of the study as well as during design and construction of the infrastructure works.

Deliverable: Background report on applicable environmental policy.

### **Task Three – Field Program**

Three seasons of field work will be required as part of this assignment. Consultants must incorporate into their price structure, as a separate item, the cost of three seasons of field data collection for the environmental features as identified in Task One. The details and extent of the field work will be delineated by the consultant and confirmed by review agencies (MNR, NPCA, Niagara Region, Township of Wainfleet). Consultants are to note that field work may require both inventory of species and assessment of habitat, ecological function etc.

Deliverables: Report on field program necessary to fulfill requirements of Minister’s conditions and review agencies.

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Natural Resources Field Study Reports.

**NOTE TO CONSULTANTS:**

It is the expectation of the Region and Township that field work will commence and be completed in 2009. Consultants are advised that the option of carrying field work into 2010 will not be agreed to by the Region and Township. Therefore, Consultants should build their work program to ensure that field work commences in the spring of 2009. It is understood that this may overlap the timing of Tasks One, Two, and Three. Consultants must be prepared to mobilize for potential field work in early March 2009.

**Task Four - Define the Environmental Setting**

Based on the results of Tasks One, Two, and Three, the Consultant will define the environmental setting that will potentially be affected by construction of the project. In the proposal, the Consultant will describe the recommended approach to address the following:

- Environmental features and functions to be considered (all potential positive and negative impacts to natural heritage features and functions and water as well as opportunities for enhancement)
- Broader landscape issues and analysis of features
- Identification of receptors
- Delineation of potential areas of stress
- Determination of dewatering volumes and rates
- Definition of the Zone of Influence and impacts on key ecosystem features and functions
- The need for supplementary ground truthing
- Identification of potential discharge sites
- Other important considerations that the Consultant feels should be incorporated into the assessment.

Deliverable: Environmental Setting Report

**Task Five – Complete the Impact Assessment**

The Consultant will undertake an assessment of potential impacts of construction to the environmental setting described in Task Two. Potential impacts will primarily depend upon the type of ecosystem features that fall within the study area and their relationship to the local ground

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water system, as well as the direct impacts of construction on natural features.

The impact assessment will provide direction to the development of an environmental monitoring program that will protect these features during future construction and post construction phases of the Project. In the proposal, the Consultant will describe the approach to the impact assessment, providing details related to the following:

- Potential alignment/routing impacts related to construction of the proposed water and wastewater services
- Potential dewatering impacts during construction
- Potential surface and ground water impacts (quality and quantity)
- Potential impacts to stream/stream alignment
- Potential terrestrial, avian, and aquatic impacts (fish and fish habitat)
- Potential surface water/groundwater interactions
- Potential impacts on linkages among natural heritage features and ecological functions, surface and ground water features, and hydrological functions
- Net environmental impacts consistent with best practices utilized in the Environmental Assessment Process in Ontario and consistent with the Municipal Engineers' Association Municipal Class Environmental Assessment
- Recommendations on how to eliminate, mitigate, and/or enhance the features/functions of any of the above effects that could be incorporated into the design phase of the Project and contribute to the long-term protection improvement of local natural systems
- Other potential impacts identified by the Consultant

The consultant is also expected to include in the impact assessment report details on conformity to Niagara Region's Policy Plan (specifically Amendment 187 – Environmental Policies) as well as other relevant policy instruments such as NPCA Policy Requirements and Regulation 155/06.

Deliverable: Draft Impact Assessment Report. The consultant is to include time in the project schedule and cost for updating the Impact Assessment report based on agency review.

### **Task Six – Develop an Environmental Monitoring Program**

The consequences of invasive construction impacts related to the Project can be both short-term (e.g. disturbance and temporary disruption) and long-term (e.g. alteration of natural ecosystem functions). An environmental monitoring program is needed to ensure that existing natural resources are protected. The environmental monitoring program will involve the collection of suitable baseline data, monitoring of appropriate ecosystem components and mitigation of

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predicted impacts during and after construction. The Consultant will provide details in the proposal as to how the following elements of the monitoring program will be addressed:

- Identification of appropriate environmental features and functions to be monitored
- Determination of existing “pre-construction” natural conditions within areas of potential stress to be included in the baseline monitoring program
- Identification of environmental triggers that would lead to the implementation of specific mitigation measures by:
  - Development of specific targets, thresholds and objectives
  - Recommendation of a management strategy including measures for the maintenance, enhancement, restoration and monitoring of that component of the ecosystem including particulars on how the Environmental Monitoring Program will be implemented before, during and post-construction
- Describing any proposed database management system that would form a component of the Environmental Monitoring Program and its application to the proposed monitoring program.
- Construction Management Techniques.
- Documentation protocol.
- Corrective Action Protocol.
- QA/QC Program for Environmental Monitoring.
- Duration and scope of the post construction monitoring program.

The Consultant should indicate how the Natural Resource Impact Assessment and Environmental Monitoring Program will satisfy the Minister’s condition including agency review.

Deliverable: Environmental Monitoring Program. The consultant is to include time in the project schedule and cost for updating the Environmental Monitoring Program based on agency review.

**Provisional Item:**

Consultants are to submit, as a provisional item, a scope of work and cost structure to implement the Environmental Monitoring Program during project construction. Consultants are to develop the scope of work and costing on the basis of the following:

- Review of construction drawings to ensure consistency with Natural Resources Impact Assessment commitments (note: anticipated time for design is one year. Consultants will not be required to secure permits from environmental agencies).
- Two years of construction environmental monitoring.

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- Monthly progress meetings with the design and construction engineering team and the contractor.
  - Consultants are to identify an auditing procedure (QA/QC; inspection timing; reporting; record keeping; post construction monitoring) for environmental monitoring during construction and a cost structure for auditing.
  - Consultants are to identify appropriate team members who will be part of the implementation team for the Environmental Monitoring Program.
  - Consultants are to include, in addition to the above information, documentation on experience and knowledge of construction environmental monitoring. This includes, but is not limited to, matters such as erosion and sediment control, dewatering, drainage, environmental input to design, compliance monitoring, site and habitat restoration, maintenance of wetland function, and construction involving Species at Risk.

### **Task Seven – Environmental Assessment Process**

The Region has completed a Schedule “C” Environmental Assessment (EA) as defined in the Municipal Engineers Association/MOE document for Class Environmental Assessment for Municipal Water and Wastewater projects (Class EA) and is currently satisfying conditions imposed the Minister. Niagara Region and the Township of Wainfleet are examining alternative technologies that may result in changes to the preferred alignment and pumping station locations. The Consultant shall identify in their proposal a **provisional item** to assist in any addendum to the Environmental Assessment.

Deliverable: Natural Resources component of EA Addendum.

## **5. PUBLIC CONSULTATION**

This project will require the selected consultant to participate in and lead the public consultation program on the Natural Resource Impact Assessment. Bidders must include in their submission the experience of the team members on public consultation and specifically address the following:

- Project experience on similar projects
- Public speaking at large public meetings on controversial projects (include at least three examples for each team member)
- Provide sample public information centre material from three projects that are similar in size, nature, scope and public interest. The information must establish that the selected consultant is able to communicate complex scientific information on engineering projects in a way that is easily understood by the general public.

Within the pricing submission, consultants are to include the cost of material preparation and attendance at two public information centres for the project. Consultants are to include a **provisional item** for an additional one public information centre (material preparation and attendance).

The consultant will be required to make two presentations to Niagara Region’s Ecological and Environmental Advisory Committee (EEAC). A **provisional item** is to be included for an additional presentation (one – 1) to EEAC.

Consultants are not to include a public consultation firm or facilitator on the project team; this will be provided by Niagara Region and the Township of Wainfleet.

## **7. PROJECT DELIVERABLES**

The deliverables for this assignment will include, in addition to the task specific deliverables, the following:

- An updated environmental database for the study area
- The Natural Resource Impact Assessment Report
- The Environmental Monitoring Program

## **8. PROJECT MANAGEMENT, MEETINGS AND REPORTING**

The Regional lead contact person for this project will be Mary Lou Tanner, MCIP, RPP, Manager of Design and Construction (Wainfleet Project). The consultant will also assign a lead contact person responsible for undertaking the project. No direction impacting the scope of the assignment shall be considered unless it is through the Region's Project Manager.

The proponent is required to review project progress on a regular basis with Regional staff. Written minutes of all meetings attended by the proponent shall be provided within seven (7) working days and will identify specific follow up action as required by specific individuals.

Any significant change in the proponent's assigned staff shall be approved by Niagara Region in advance.

Proposals shall include a reasonable amount to cover the general costs for required meetings, correspondence and documentation associated with this project. To assist in this regard, the minimum level of effort that will be expected from the proponent for this project is described below:

- Meet with the Region's Project Manager and other Regional staff, as appropriate or as directed by the Project Manager, at key milestone events, or as situations warrant, throughout the course of the project (monthly meetings at minimum) at no additional costs
- Proponent shall make the necessary changes based on input from Regional staff
- Provide written progress report to the Region's Project Manager at least monthly indicating progress of the work, updated project schedule, budget, approvals, property report, changes, new issues, etc
- Coordinate, via the Region's Project Manager, with other Regional staff and departments who may have an interest in or be affected by the project

- Provide adequate technical representation at all meetings
- Prepare and distribute “minutes of meetings” within seven (7) working days. Minutes shall identify specific follow up action as required by specific individuals
- Maintain a record of direct contact with all stakeholders and track communications, responses and comments.

## 9. **FINAL REPORT**

The Final Report should provide a complete description of all the work and conclusions involved in the Study, prefaced by an Executive Summary. It shall be submitted in hard copy along with an electronic copy in Word for Windows 2003 Office and Portable Document Format (PDF) on a CD. Ten copies of all draft and final reports, each with a full set of graphics, artwork and maps shall be submitted to the Town of Pelham.

### *Graphics*

Graphics should be submitted in Microsoft PowerPoint format on a CD separately from the main report as well as incorporated into the main report.

### *Artwork*

Artwork should be submitted in JPG format on a CD separately from the main report as well as incorporated into the main report.

### *Mapping*

This study will deliver 1:2,000 mapping (both paper and digital) in the formats approved by the NPCA. A Digital Terrain Model (DTM) and digital orthoimagery are available from the NPCA for use in this study as the topographic base.

All spatial data produced during the study will be captured at 1:2000 scales or larger and be delivered to the NPCA in ESRI shapefile format (no CAD drawings accepted). Metadata using the Region of Niagara Metadata Standard will be generated along with supplemental data dictionaries for each shapefile to be delivered. Maps composed for the study should be provided in suitable resolution .pdfs for reproduction purposes.

### Available Digital Resource Specifications

#### Niagara 2002 Ortho-based DTM Details:

Compiled by First Base Solutions, a Division of J.D. Barnes Limited in 2002.

RFP stated the DTM was to be developed generally "for pre-engineering survey and design, the

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production of municipal planimetric mapping and detailed topographic mapping at a minimum scale of 1:2000 with a contour interval of no less than one metre (1.0 m)."

#### Mass Points

Average Spacing (X-plane): 10m

Average Spacing (Y-plane): 10m

Horizontal Control: 0.5m if not better

Vertical Control: 0.5m if not better

#### 3D Breaklines

Select linear point density supplementing the mass points to support the production of municipal planimetric mapping and detailed topographic mapping at a minimum scale of 1:2000 with a contour interval of no less than 1m.

Horizontal Control: 0.5m if not better

Vertical Control: 0.5m if not better

Vertical Datum Details: Canadian Geodetic Vertical Datum of 1928 (CGVD28)

Horizontal Datum is NAD 1983 UTM Zone 17T

#### Niagara Aerial Photography Details:

Two orthoimagery datasets will be made available for the study

1. Black and White 2006 orthoimagery.

Photography Scale: 1:10,000

Captured using the Vexcel Ultracam Digital Mapping Camera with a ground pixel resolution of 10cm.

Horizontal Datum is NAD 1983 UTM Zone 17T

Compiled by First Base Solutions, a Division of J.D. Barnes Limited 2006.

2. Colour 2002 orthoimagery

Photography Scale: 1:10,000

Film scanned in at 20 microns so resulting digital pixel resolution is 20cm.

Horizontal Datum is NAD 1983 UTM Zone 17T

Compiled by First Base Solutions, a Division of J.D. Barnes Limited 2002.

#### Niagara Region Metadata Standard:

([http://metadata.yourniagara.ca/metadata/GeoSmart\\_Niagara\\_Metadata\\_Standard\\_May2006.pdf](http://metadata.yourniagara.ca/metadata/GeoSmart_Niagara_Metadata_Standard_May2006.pdf))"

#### *Tabular Attribute Data*

Attribute data should be provided in Excel 2003 format files (preferred), dBase IV format files, or in formatted (i.e. with defined columns) ASCII files.

*Textual Data for Graphics*

Text should be provided in Word for Windows 2003 Office. Please be aware that any tabular data to be referenced to actual map features should **not** be provided as tables in a Word document.

*Digital Photos*

Digital photos, whether they are scanned photographs or computer-generated artwork, should be provided in JPG format.

**10. ASSISTANCE BY REGION OF NIAGARA**

Niagara Region will provide the successful proponent with the following:

- Fee Summary Forms, Change Order Forms, Payment Certificate Forms.

**11. REFERENCES**

The following references are available for viewing at Niagara Region – Environmental Centre:

- Wainfleet Water and Wastewater Servicing Plan Environmental Study Report and Wastewater Servicing Plan and Technical Reports
- Lake Erie North Shore Watershed Plan Watershed Characterization and Preliminary Issues Identification (Draft, September 2008) – also available on line from NPCA Web Site
- Compendium of Staff Reports – Niagara Region
- Request for Proposals – Wainfleet Official Plan Study
- Enhanced Conceptual Design (Hydromantis Study)
- Regional Niagara Policy Plan
- Niagara Peninsula Conservation Authority Regulation 155/06 and
- Niagara Peninsula Conservation Authority Policy Manual (December 12, 2007)

Consultants are specifically to note the following: ongoing studies include the following:

- Natural Areas Inventory (Niagara Peninsula Conservation Authority)
- Groundwater Studies (Niagara Peninsula Conservation Authority)
- Updated Provincially Significant Wetland Mapping (Ministry of Natural Resources)
- Fowler's Toad Study (Ministry of Natural Resources)

I/We, the undersigned, having the authority to bind the company, certify that I/We have examined all Sections of this Request for Proposal (Introduction, Information to Proponents & General Conditions, Scope of Work, Form of Proposal, and all Appendices), do hereby submit a proposal to enter into an Agreement with the Regional Municipality of Niagara, in accordance with the Terms and Conditions specified in this Request for Proposal document, subject to amendment by any addendum/addenda which are acknowledged below:

**ADDENDUM/ADDENDA** (If applicable **must** be filled in by bidder.)

I/We, the undersigned, acknowledge that I/We have received addendum/addenda Numbers \_\_\_\_\_\* to \_\_\_\_\_\* inclusive, and that all changes specified therein have been included in the prices submitted.

<b>COMPANY:</b>	<b>CONTACT NAME:</b>
(Must Show Correct Legal Company Name)	(please print)
<b>ADDRESS:</b>	<b>SIGNATURE:</b>
	(I/We have the authority to bind the Corporation)
	<b>TITLE:</b>
<b>POSTAL CODE:</b>	<b>WITNESS:</b>
<b>TELEPHONE NUMBER:</b>	<b>TITLE:</b>
<b>FAX NUMBER:</b>	<b>DATE:</b>
<b>E-MAIL ADDRESS IF AVAILABLE:</b>	

**APPENDIX "A"**

**FEE SCHEDULE AND COST BREAKDOWN**



**APPENDIX “B”**  
**MINISTER’S DECISION**

