



Request for Proposal

Document Number: 2018-315P Total number of pages, including Cover Sheet: 125 + Appendix 7.12

Document Title: DETAILED DESIGN, CONTRACT ADMINISTRATION, AND SUPERVISION OF
VARIOUS RETAINING WALLS WITHIN THE REGION OF PEEL, PROJECTS 15-4880,
15-4520, 16-4520

Date Issued: Friday, March 23, 2018

**12:00 noon local time
Monday, April 23, 2018**

It is the vendor's sole responsibility to ensure that:

- the submission is received by the date and time specified above

Contact Name: Gary Gardener, Senior Purchasing Analyst

Telephone Number: (905) 791-7800, ext. 4448

Vendors shall submit the price for which they are prepared to supply the goods and/or services described herein, in accordance with all stated terms and conditions in this Document.

No pricing on this page.

Please submit the pricing sheet in a separate pricing envelope.

Company Name and Address:

Please return this cover sheet with your submission

V-20171103

For **DETAILED DESIGN, CONTRACT ADMINISTRATION, AND SUPERVISION OF VARIOUS RETAINING WALLS WITHIN THE REGION OF PEEL, PROJECTS 15-4880, 15-4520, 16-4520**, as required, and as specified within this Document.

1. Cover Sheet
2. Index
3. Instructions to Vendors
4. Supplementary Terms and Conditions
5. Terms of Reference
6. Form of Proposal
7. Appendices:
 - 7.1 Pricing Sheet
 - 7.2 Guidelines for Consultants Preparing Bid Documents
 - 7.3 Standard Terms and Conditions
 - 7.4 Certificate of Insurance
 - 7.5 Public works CAD Submission Requirements, Capital Works, June 2015
 - 7.6 Agreement for Professional Consulting Services
 - 7.7 Code of Conduct
 - 7.8 Accessibility for Ontarians with Disabilities Acknowledgement
 - 7.9 Application for Vendor Direct Deposit
 - 7.10 Submission Label
 - 7.11 Pricing Label
 - 7.12 Additional Contract Information:
 - Visual Survey and/or Condition Assessment Reports for Structures
 - Sketch of Additional Retaining Wall Portions at the Intersection of Queen Street and Torbram Road
 - Streetscaping Tool Box, Region of Peel, Dated September 2017

1. INFORMATION AND COMMUNICATIONS

- 1.1 Any questions or information required regarding this document must be submitted via peelregion.bidsandtenders.ca by clicking the 'Submit a Question' button for the selected bid opportunity. Do not submit your questions via e-mail. No oral communications will be considered binding.
- 1.2 Any vendor who requests and/or receives any information, with regards to this document, by any person(s) other than the purchasing analyst or designate, may be disqualified from further consideration.
- 1.3 It is recommended that vendors add noreply@bidsandtenders.ca to their "safe senders" lists in their e-mail systems and monitor their spam/ clutter/ junk filters to ensure they do not miss automatically generated messages sent by bidsandtenders.ca that relate to this bid opportunity.
- 1.4 Submit one original and three copies of your submission.

2. DATE AND PLACE FOR RECEIVING VENDOR SUBMISSIONS AND ACCEPTANCE PERIOD

- 2.1 Vendor Submissions will be received only by the Purchasing Division, 10 Peel Centre Drive, Suite A, First Floor, Room 101, Brampton, Ontario, L6T 4B9, and must be received **on or before 12:00 noon local time on Monday, April 23, 2018**.

Vendor Submissions shall be irrevocable and open for acceptance for a period of 90 days following the date of the Vendor Submission closing.
- 2.2 Enclosed are two "Labels" (Appendix 7.10 and Appendix 7.11).
Appendix 7.10 is the Submission Label for your submission in accordance with the document.
Appendix 7.11 is the Pricing Label for a separate Pricing Envelope.
- 2.3 Only documents found on the Region of Peel's website at peelregion.bidsandtenders.ca are to be considered "official" documents. The Region of Peel accepts no responsibility for the accuracy or completeness of information found on other websites. The onus is on the Vendor to check the Region of Peel's website to verify they have received all relevant information. The Vendor risks submitting a non-compliant bid if addenda or other required information is missing, and disqualification could result.
- 2.4 It is the Vendor's sole responsibility to ensure their submission is received by the time and date specified within the document.

3. ADDENDA

Addenda, if required, issued by Purchasing and related to this Contract shall hereby form part of the Contract. Acknowledgement of addenda on the Form of Proposal shall indicate that the vendor has received the addenda in its entirety, has read and understood its content, and all addenda were considered when the

bid was prepared. **Submissions which do not provide evidence of receipt of addenda as requested in each document may be rejected by the Agency as non-compliant.**

4. VENDOR SUBMISSIONS

This Document is available to vendors at peelregion.bidsandtenders.ca. However, all Vendor Submissions must be submitted in hard copy form to the Purchasing Division, 10 Peel Centre Drive, Suite A, First Floor, Room 101, Brampton, Ontario, L6T 4B9, on or before the closing date and closing time indicated in the Document. Vendors are to print the Document in the form as provided on the Region of Peel's website, complete the required information, and submit all required documents in hard copy form.

Only Vendors that are registered as a Plan Taker for this Document with Bids and Tenders at peelregion.bidsandtenders.ca and have obtained this Document from Bids and Tenders or the Agency, may submit a Vendor Submission.

Should the Agency receive a Vendor Submission that is subsequently found to be from a vendor that is not a registered Plan Taker with Bids and Tenders at peelregion.bidsandtenders.ca, and the vendor did not obtain the Document from Bids and Tenders or the Agency, the Agency reserves the right to reject the Vendor Submission as non-compliant and give it no further consideration for contract award.

Vendors shall not make any changes or alterations to the Document as issued by the Agency on the Region of Peel's website. The Vendor Submission of any vendor found prior to award to have made such alterations shall be disqualified by the Region and shall be given no further consideration.

In the event that following an award an alteration is discovered to have been made by the successful vendor, the Document as issued by the Agency and made available on the Agency's website shall be deemed to contain the governing terms and conditions between the parties, and any alterations made to it by the vendor shall be of no force or effect. The Agency shall further have the right, at its sole option, to terminate any Contract with a vendor who, subsequent to award, is found by the Agency to have altered the Agency's Document. This right is in addition to and without prejudice to all other rights, remedies, actions or alternatives that may be available to the Agency.

For the purposes of interpretation, all capitalized terms used herein shall have the same meanings ascribed thereto in the Document.

5. CONTRACT AWARD

The Agency reserves the right to award the contract in its entirety or in part to one or more vendors in accordance with its requirements. Prior to award, the Agency reserves the right to perform a site visit at the vendor's facilities for the purpose of evaluating the Vendor's Submission.

Without limiting, and in addition to all other rights to which the Agency is entitled pursuant to this Document, the Agency shall be entitled to fully evaluate the Vendor Submission, which evaluation may include, without limitation, a review of references provided by the Vendor and of those that may be obtained by the Agency independently, past performance history of contracts between the Vendor and the Agency and/or between the Vendor and third parties, past completion history (including completion of full contract term, late or extended completion of contract and late delivery of goods or services), litigation and claims history of the Vendor (including previous, existing or potential litigation with the Agency or others and construction liens filed by the Vendor or subcontractors), delivery of incorrect services, customer service and responsiveness, or history of bidding unrealistic pricing, any of which may result in higher ultimate costs or other difficulties for the Agency, and to reject a Vendor Submission if the same is, in the Agency's sole opinion, unsatisfactory, or would not provide the best value to the Agency.

6. METHODOLOGY

This Document will be issued in two phases:

Phase I - Request for Information - Pre-qualification of Vendors

Phase I requires that vendors provide information on their company, related experience in structural, structural restoration, retaining wall, bridge, and road design and that completed pricing Form of Proposal be sealed in a separate envelope. Based on the information received an evaluation committee will evaluate all responses and products (if applicable). Those deemed, at the sole discretion of the evaluation committee, best qualified will enter into Phase II.

Phase II - Completion of the Form of Proposal - Opening of the Pricing Envelopes

Only those vendors who have been deemed best qualified in Phase I will enter into Phase II and the pricing envelope opened to be evaluated for award.

7. EVALUATION PROCESS

Submissions will be evaluated by an evaluation committee based on the following categories. The disclosure of the allocated weightings for each category is provided to assist Vendors in preparing a proposal that best meets the requirements of the Agency.

Category	Weighting
<ul style="list-style-type: none">- Overall Understanding of the Project, Goals, and Objectives- Methodology and Approach to Completing Main Project Tasks and Deliverables (Environmental and Stakeholder Consultations, Ongoing Communication with the Agency, Utility Coordination and Supervision, Design Objectives, Contract Administration,	40 per cent

<u>Category</u>	<u>Weighting</u>
Inspection) <ul style="list-style-type: none"> - 30, 60, 90, and 100 Percent Design Deliverables Details - Methodology and Approach to Complete Condition Investigations and Studies - Value Added, Critical Thinking, and Innovative Design Concepts 	
<ul style="list-style-type: none"> - Consultant Firm Relevant Experience - Project Manager(s) Experience and Qualifications - Key Team Members and Sub-Consultants Experience and Qualifications 	30 per cent
<ul style="list-style-type: none"> - Proposed Project Workplan and Allocation of Staff Hours and Appropriate Resourcing - Project Schedule, Milestones and Timelines 	10 per cent
- Price	20 per cent

By responding to this Document, vendors agree to accept the decision of the evaluation committee as final.

8. CONSULTANT PERFORMANCE EVALUATIONS

The successful Vendor on this Request For Proposal shall be subject to the Agency's Consultant Performance Evaluation Procedure F35-39 (the "Procedure"). The Evaluation will provide a summary of the Consultant's performance on this contract. The information collected through the Evaluation will be used to provide feedback to Consultants for performance improvements and/or acknowledge Satisfactory or "Exceeds" performance, and will determine a Consultant's eligibility or ineligibility to bid on future Region contracts.

The complete Procedure and Vendor Performance Evaluation Form can be found on the Agency's website at peelregion.ca/finance/purchasing/biddocs/vendapp/Vendorinfo.html This Procedure and all related information may be amended from time to time and the most up-to-date version shall form part of this Contract.

9. PRICING – MANDATORY REQUIREMENT

See Appendix "7.1".

The Pricing Sheet (Appendix "7.1") must be enclosed and sealed in a separate pricing envelope and included with the vendor's submission in order for the vendor's bid submission to be considered. Upon completion of the evaluation process, only those envelopes submitted by vendors whose products are deemed to meet the needs of the Agency will be opened and their pricing will be considered as the final phase of this call.

Important: The intent of the two-phase evaluation process is to ensure that submissions and services are evaluated initially on the

basis of the Agency's criteria only, without regard to pricing. If vendors attempt to indicate pricing outside of the process indicated above, the vendor shall, at the Agency's sole discretion, be deemed non-compliant and given no further consideration.

10. **HARMONIZED SALES TAX (H.S.T.) INFORMATION**

The Agency is subject to the payment of provincial and federal taxes imposed by the Provincial and Federal Governments and, if required, the collection of any withholding tax for non-resident Vendors. All prices within this document shall be quoted exclusive of HST.

11. **ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES**

The successful vendor shall comply with the Accessibility for Ontarians with Disabilities Act 2005, and its Regulations thereunder with regard to the provision of goods or services to persons with disabilities. The successful vendor acknowledges that pursuant to the Accessibility for Ontarians with Disabilities Act 2005, the Region of Peel must, in deciding to purchase goods or services through its procurement process, consider accessibility for persons with disabilities to such goods or services. This legislation can be accessed through the following link to the Government of Ontario's website: <http://www.ontario.ca/laws/statute/05a11>. You may also access this link at peelpurchasing.ca and view the accessibility standards.

Upon award of this contract, the successful vendor will be required to sign and return the Accessibility for Ontarians with Disabilities acknowledgement (refer to Appendix 7.8).

12. **INVOICING AND PAYMENT INSTRUCTIONS**

12.1 All invoices must be sent to the individual ordering the goods/services or as directed at the time of the order placement.
Failure to do so will result in a delay of payment.

12.2 The Agency's method of payment is by Electronic Funds Transfer (EFT). The successful Vendor will be required to provide the Agency, with the Application for Vendor Direct Deposit form containing original signatures in ink, by return mail or hand delivered, the following banking information:

12.2.1 Names of two Company Officers, their titles, e-mail addresses, fax numbers, and phone numbers. Note: Both Company Officers must sign off on any subsequent changes to the successful Vendor's banking information.

12.2.2 Company mailing and remittance addresses.

12.2.3 Banking information including a void cheque.

12.2.4 The successful Vendor is required to notify the Agency of any changes to this information immediately.

These Supplementary Terms and Conditions are in addition to the Agency's Standard Terms and Conditions.

SC1 WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE

Add the following to Standard Terms and Conditions Clause 6 Compliance with Laws:

The vendor clearly understands and agrees that it is not, nor is anyone hired by it, covered by the Agency under the **Workplace Safety and Insurance Act S.O. 1997, c.16, Sch.A.**, as amended and the vendor shall be responsible for and shall pay all dues and assessments payable under the **Workplace Safety and Insurance Act**, the **Employment Insurance Act**, S.C. 1996, c.23 or any Act, whether Provincial or Federal, in respect of itself, its employees and operations, and shall furnish the Agency, if requested, with such satisfactory evidence that it has complied with the provisions of any such Acts. If the vendor fails to do so, the Agency shall have the right to withhold payment of such sum or sums of money due to it that would be sufficient to cover its default and the Agency shall have the right to pay same. The Agency is not the employer of the vendor or its personnel under any circumstances whatsoever.

The vendor shall, both prior to commencing Work under the Contract and within 90 days of the expiration of the Contract date, submit a Clearance Certificate from the Workplace Safety and Insurance Board to the Agency that all assessments or compensation have been paid, and the Agency may, at any time during the performance, request a further declaration that all such assessments of compensation have been paid.

The successful vendor must have valid Workplace and Safety Insurance Board Coverage and will be required to submit a current Clearance Certificate within seven days of award of the Contract.

SC2 INSURANCE

Add the following to Standard Terms and Conditions Clause 14 Insurance:

During the term of this Contract, the vendor and each and every sub-contractor is required to maintain in full force and effect and at its own expense, the following insurance coverage:

1. General liability insurance including bodily injury and death, personal injury, property damage including loss of use thereof, contractual liability, non-owned automobile liability, owners' and contractors' protective, products and completed operations and employers' liability, with coverage including the activities and operations conducted by the vendor and those for whom the vendor is responsible for in law. These policies will all (1) be written on an occurrence basis with coverage for any one occurrence or claim of at least \$2,000,000 (2) name the Agency as additional insured (3) contain a severability of interests clause and cross liability clauses and (4) have a deductible amount of not greater than \$10,000 per incident or occurrence.

The vendor is responsible for payment of any loss or losses within the deductible.

2. Professional Liability / Errors & Omissions Insurance in an amount of not less than \$1,000,000 per claim or occurrence.

All policies of insurance shall be (1) written with an insurer licensed to do business in Ontario (2) in form and content acceptable to the Agency acting reasonably (3) be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Agency and (4) contain an undertaking by the insurers to notify the Agency in writing not less than 30 days before any material change, cancellation, lapse or termination of the policies.

Before the commencement of any operations hereunder, and within seven working days of award of the Contract, the successful vendor shall provide the Agency a completed Certificate of Insurance on the Agency's form provided (refer to Appendix 7.4) evidencing compliance with the policy requirements as detailed above.

Failure to provide the aforementioned insurance will result in the withholding of payments or at the sole option of the Agency, forfeiture of the Contract.

SC3 ORDER OF PRECEDENCE IN THE EVENT OF CONFLICT

Add the following to Standard Terms and Conditions new Clause 24:

The following make up the Contract and if there is a conflict within Contract the order of priorities of the Document from the highest to the lowest shall be:

1. Addenda as issued
2. Instructions to Vendors
3. Agreement
4. Supplementary Terms and Conditions
5. Standard Terms and Conditions
6. Form of Proposal
7. Specifications
8. Drawing

1. **INTRODUCTION**

The Region of Peel (herein referred to as the Agency) is seeking to retain a Vendor to provide detailed design, contract administration and construction inspection services for the repair or replacement of various Retaining Walls as well as Canadian Pacific Railway (CPR) and Canadian National Railway (CNR) Substructures (i.e. upper and lower retaining walls and elevated sidewalks) within the Region of Peel, as detailed below:

The Contract Administration and Construction Inspection portion of this project may be awarded after successful completion of Detailed Design, at the sole and absolute discretion of the Agency. Vendors shall complete Part 2 – Contract Administration and Construction Inspection Services Provided by the Vendor, of the Pricing Sheet, Appendix 7.1. Should the Agency require these Contract Administration and Construction Inspection Services, the prices herein shall apply.

The Terms of Reference herein provide an outline of the work to be completed by the successful Vendor, and is for guidance only. Your firm is invited to submit a proposal for this work in accordance with this Terms of Reference.

1.1 **BACKGROUND**

Structures are located within the Region of Peel in municipalities of Mississauga, Brampton, and Caledon. Condition evaluation reports (i.e. visual survey reports) are provided in Appendix 7.12. However, the successful Vendor must perform additional evaluation and thorough review all of the structures on site to confirm recommendations or provide alternative recommendations prior to commencing design.

Canadian Pacific Railway (CPR) and Canadian National Railway (CNR) Substructures located in the City of Mississauga and City of Brampton include the upper and lower retaining walls as well as the elevated sidewalks and must be investigated in more detail by the successful Vendor for the extent of rehabilitation. The successful Vendor shall be required to perform life cycle analysis for any of these structures with respect to selecting repair or replacement options for the elevated sidewalks and lower retaining wall sections.

Location and information of structures are provided in section 1.2 below and included in the condition survey reports provided in Appendix 7.12. **It is recommended for Vendors to visit the CPR and CNR structures prior to submitting a proposal.**

1.2 **PROJECT DESCRIPTION**

The following structures and locations are included in the scope of this project:

- 1.2.1 Canadian Pacific Railway (CPR) bridge sub-structure (i.e. upper and lower retaining walls and elevated sidewalks) located at Dixie Road, south of Blundell Road, **City of Mississauga**, Asset ID: 004-00009 and 004-00010.

The successful Vendor shall be required to perform additional condition investigation and life cycle cost analysis prior to commencing design to:

- Confirm recommendations of the provided visual survey or provide alternative recommendations;
- Determine types and causes of distress and delamination;
- Detect delaminated areas and extent of repair; and,
- Review repair or replacement alternatives for lower retaining walls and elevated sidewalks.

However, Vendors shall consider the following general scope of work for this structure:

- Restoration of upper retaining walls;
- Rehabilitation or replacement (if selected) of elevated sidewalks and lower retaining walls;
- Drainage improvement including verification of drainage granular backfill, sub-drains, outlet locations, and water quality treatment measures; and,
- Road and drainage improvements adjacent to the structure which are affected by the work.

1.2.2 Gabion retaining walls located on Dixie Road and Courtneypark Drive East, **City of Mississauga**, Asset ID: 004-00019

See condition survey report(s) for general scope and details.

1.2.3 Gabion retaining walls located on Queensway East and Camilla Road, **City of Mississauga**, Asset ID: 020-00005

See condition survey report(s) for general scope and details.

1.2.4 Gabion retaining walls located on Derry Road East and Goreway Drive, **City of Mississauga**, Asset ID: 005-00003 and 005-00004

See condition survey report(s) for general scope and details.

1.2.5 Canadian National Railway (CNR) bridge sub-structure (i.e. upper and lower retaining walls and elevated sidewalks) located at Kennedy Road, south of Orenda Road on the west side, **City of Brampton**, Asset ID: 016-00005.

The successful Vendor shall be required to perform additional condition investigation and life cycle cost analysis prior to commencing design to:

- Confirm recommendations of the provided visual survey or provide alternative recommendations;
- Determine types and causes of distress and delamination;

- Detect delaminated areas and extent of repair;
- Review repair or replacement alternatives for lower retaining walls and elevated sidewalks; and,
- Improvement of appurtenances such as railings, guiderails, etc.

However, Vendors shall consider the following general scope of work for this structure:

- Restoration of upper retaining walls;
- Rehabilitation or replacement (if selected) of elevated sidewalks and lower retaining walls;
- Drainage improvement including verification of drainage granular backfill, sub-drains, outlet locations, and water quality treatment measures;
- Road and drainage improvements adjacent to the structure which are affected by the work; and,
- Improvement of appurtenances such as railings, guiderails, etc.

- 1.2.6 Gabion retaining walls located at Steeles Avenue East, and Goreway Drive, **City of Brampton**, Asset ID: 015-00012

See condition survey report(s) for general scope and details.

- 1.2.7 Retaining walls located on Queen Street East and Torbram Road, **City of Brampton**, Asset ID: 107-00013, including the Agency and City of Brampton's portion of wall on Torbram Road as directed by the Agency and coordinated with the City of Brampton (sketch provided in Appendix 7.12)

See condition survey report(s) for general scope and details. The extra portion of the wall on Torbram Road (sketch provided in Appendix 7.12) owned by the Agency and City of Brampton has not been included in the visual survey report but shall be included in the scope of this project.

- 1.2.8 Retaining wall located on Queen Street East and West Drive, **City of Brampton**, Asset ID: 107-00008

See condition survey report(s) for general scope and details.

- 1.2.9 Retaining wall located on Bovaird Drive East, east of Bramalea Road, **City of Brampton**, Asset ID: 010-00001

See condition survey report(s) for general scope and details.

- 1.2.10 Retaining wall located on Bovaird Drive East, west of Conestoga Drive, **City of Brampton**, Asset ID: 010-00006

See condition survey report(s) for general scope and details.

- 1.2.11 Retaining walls located on King Street West and Connaught Crescent, **Town of Caledon**; See condition survey report(s) for structures located in Caledon at:
- 139 King Street West (Asset ID: 009-00013)
 - 133 King Street West (Asset ID: 009-00014)
 - 127 King Street West (Asset ID: 009-00015)

2. **GENERAL REQUIREMENTS**

It shall be the responsibility of the Vendor to apply the most current standard documents and/or studies, as applicable.

All applicable road and structure design work shall be carried out in accordance with:

- The Roadway Design Manual from the Transportation Association of Canada (TAC).
- Ministry of Transportation (MTO) Roadside Safety Manual.
- MTO Geometric Design Standards.
- MTO Drainage Design Standards.
- Ontario Traffic Manual.
- Ontario Provincial Standard Drawings – Municipal (OPSD).
- Ontario Provincial Standard Specifications – Municipal (OPSS).
- Ontario Provincial Supplemental Specifications.
- All other relevant MTO Guidelines.
- Canadian Highway Bridge Design Code (CHBDC) – Latest Edition.
- Electrical Safety Authority (ESA) Ontario Regulation 22/04.
- Hydro Electrical Standards for Street Lighting (local municipalities).
- Guidelines and Requirements of Applicable Utility Companies.
- Canadian Pacific Railway (CPR) Safety Regulations.
- Canadian National Railway (CNR) Safety Regulations.
- Region of Peel Material Specifications and Standard Drawing Manual.
- Region of Peel Design Criteria and Development Procedures Manual.
- Conservation and Environmental Authorities Regulations including but not limited to Toronto Region Conservation Authority (TRCA) and Credit Valley Conservation (CVC) Guidelines – Procedural Manual and Technical Guidelines, Latest Edition.
- Regulations by local Municipalities where required.
- Accessibility for Ontarians with Disabilities Act (AODA).
- Region of Peel Standard Contract Documents (Volume 2).
- Region of Peel, Public Works Design, Specifications and Procedures Manual (<http://www.peelregion.ca/pw/other/standards/linear/design/>)
- Region of Peel Public Works CAD submission requirements shall be adhered to as detailed in the Region of Peel, Public Works Design, Specifications & Procedures Manual - Linear Infrastructure, Public Works,

CAD Submission Requirements, Capital Works, June 2015, in Appendix 7.5 and also found at the following website:

<http://www.peelregion.ca/pw/other/standards/linear/design/pdfs/cad-sub-req-capital-works-june2015.pdf>

- Streetscaping Tool Box, Region of Peel, Dated September 2017

The successful Vendor must enter into the Agency's Agreement for Professional Consulting Services (Appendix 7.6).

3. **INFORMATION TO BE PROVIDED BY THE AGENCY**

The Agency shall supply to the successful Vendor the following information:

- Existing structure/road as-constructed drawings (where available)
- Existing cadastral/planimetric data

4. **ANTICIPATED PROJECT IMPLEMENTATION SCHEDULE**

Implementation of this project shall be carried out according to the following anticipated project schedule and timelines:

Anticipated Commencement of Design	August 2018
30 Percent Design Submission	December 2018
<u>60 Percent Cost Estimate Submission (Interim)</u>	<u>March 2019</u>
60 Percent Design Submission	June 2019
90 Percent Design Submission Draft of Tender Contract Package(s) (90% complete)	September 2019
100 Percent Design Submission	November 2020
Complete Tender Contract Package(s) Submission and Permits Secured	November 2020
<u>Tender Package(s) Issuance</u>	<u>February 2020</u>
Construction Start Up	May 2020
Anticipated Construction – Phase 1	Spring 2020
Anticipated Construction – Phase 2	Spring 2021
Estimated Construction Duration – Phase 1	7 Months
Estimated Construction Duration – Phase 2	7 Months

The award of this Consulting assignment may be done through Regional Council. In this case, it is anticipated that final approval to proceed from the Agency will occur approximately 16 weeks after the RFP closing date. The schedule provided above reflects this timeline. However, the Agency reserves the right to accelerate this timeline if awarded earlier with no additional cost to the Agency.

Vendors shall provide dates for 30 percent, 60 percent, 90 percent, and 100 percent design completion and milestones.

The Vendor shall submit to the Agency the 100 percent design, including the tender package, no later than 16 months from the date of Contract award.

Currently, the Agency presumes to issue one tender package for all structures in February 2020, however, during design, the Agency may decide to issue two tenders/contracts resulting in one phase/year of construction for all structures. The successful Vendor shall be compensated for the additional tender package and process (see Pricing Sheet in Appendix 7.1, Part 3). No extension to the schedule is awarded in this event.

5. DESIGN SERVICES TO BE PROVIDED BY THE VENDOR

The successful Vendor shall provide full design services in accordance with the "Guideline for Professional Engineers Providing Engineering Services to Municipalities, 1986 Phase 2 and Phase 3 and shall include but not limited to the following:

5.1 General Requirements

The successful Vendor shall complete the detailed design of the recommended improvements including but not limited to:

- Review all of the information provided by the Agency;
- Review visual condition evaluation reports provided for structures (Appendix 7.12);
- Perform on site review and evaluation of structures to confirm information and recommendations provided in visual condition survey reports (Appendix 7.12) or to provide alternative detailed recommendations;
- Perform additional condition investigation and life cycle cost analysis for CPR and CNR substructures as required to:
 - Confirm recommendations or provide alternative recommendations
 - Determine types and causes of distress and delamination
 - Detect delaminated areas and extent of repair
 - Review repair or replacement alternatives for lower retaining walls and elevated sidewalks
- Provide condition investigation and study of CNR and CPR upper retaining walls including review of any existing as-recorded drawings and provide recommendation (Provisional);
- Provide alternative and innovative solutions with respect to grading in lieu of existing retaining wall(s), retaining wall types and/or materials in view of aesthetic aspects, durability, ease of maintenance/operation, requirements, and limits set by the Agency and other involved parties and agencies, etc.;

- Structure design for the repair, or removal and grade, or replacement of retaining wall structures;
- Structure design for rehabilitation of the CPR and CNR sub-structures (i.e. elevated sidewalks and the lower and upper retaining walls);
- Structure design for replacement (if selected – Provisional) of the CPR's and CNR's elevated sidewalks and the lower retaining walls;
- Include design of temporary support system if and where required;
- Drainage design and verification of drainage granular backfill, sub-drains, outlet locations, and water quality treatment measures for all retaining walls and the CPR and CNR sub-structures;
- Design and specify for road and drainage components adjacent to structures which are affected by the work and/or need to be upgraded per standards;
- Erosion control and mitigating environmental measures;
- Landscaping and restoration design including tree and vegetation assessment and restoration alternatives;
- Electrical design of temporary and reinstatement of street lighting if at all required (allowance provided in Pricing Sheet, Appendix 7.1);
- Details of appurtenances such as railings, fencing, coping, surface drainage;
- Detailed Topographic Survey as required or as directed by the Agency;
- Vertical and horizontal survey shall be carried out according to the Agency's survey and graphic standards (Appendix 7.5);
- Hydrogeological, Geotechnical, and Foundation investigation design and report;
- Perform utility investigation and daylighting within the influence and undertake Subsurface Utility Engineering (SUE) investigation and design if required (allowance provided in Pricing Sheet, Appendix 7.1). Vendor must get approval of the Agency in writing before any Subsurface Utility Engineering (SUE) design and relocation;
- Coordinating with the Agency and all environmental agencies, utilities, local municipalities, Canadian Pacific Railway (CPR), Canadian National Railway (CNR), Metrolinx, etc.;
- Securing all environmental and other permitting from approving agencies (i.e. Canadian Pacific Railway (CPR), Canadian National Railway (CNR), Metrolinx, Toronto Regional Conservation Authority (TRCA), Credit Valley Conservation (CVC), Ministry of Natural Resources (MNRF), Ministry of Environment (MOECC) including Permit to Take Water (PTTW), or other approvals as required);
- Securing all permits from local municipalities where required;
- Impacts on the character of the road, trees, vegetation, rivers, streams, and any endangered species and fisheries as well as any species of concern shall be mitigated through further consultation with the Agency, MNRF, CVC, TRCA, and other agencies as required.

- Estimate actual construction duration for every structure and coordinate with the Agency;
- Review and provide feasible planning and schedule for construction to the Agency considering structures in priority for repair/replacement, location of structures, the Agency's preference, etc.;
- Vendor shall finalize during Design which structures to be included in phase 1 and 2 through consultation with the Agency and considering structures in priority for repair/replacement, location of structures, cost savings, etc.;
- Provide detailed construction cost estimation for every location per this document;
- Provide all required drawings for construction of the structures per this document;
- Provide full tender package with schedule of unit prices for every structure separately or as required by the Agency; and,
- The Agency may require to accelerate design and tendering for any structure(s) during design if feasible;
- Vendors to provide the extra cost in line item provided for additional tender package in pricing sheet (Appendix 7.1, Part 3).

The Agency may require the successful Vendor to provide full design and consulting services for replacement of elevated sidewalks and lower retaining walls for any or both of CPR and CNR substructures in the event that replacement option is selected by the Agency based on the Vendor's additional condition investigation and life cycle cost analysis. Vendors must provide the additional price for design to replace in lieu of rehabilitation in the line items provided in pricing sheet (Appendix 7.1, Part 3). No extension to the schedule will be awarded in this event.

The Agency may decide to accelerate the construction schedule and have only one phase/year of construction for all structures in any year between 2019 to 2021 with more than one tender package/contract. The successful Vendor will be compensated for any additional tender package (see Pricing Sheet in Appendix 7.1, Part 3). The Successful Vendor may need to provide additional staff for Contract Administration and Inspection Services for a shorter construction period for all structures. Compensation hourly rate will remain same as provided by the Vendors in Part 2 of the Pricing Sheet (Appendix 7.1).

5.2 Traffic/Public Safety

The Vendor shall provide a detailed design taking into consideration the safety of pedestrians and traffic during the rehabilitation of the structures. A traffic plan should be provided for all repair locations which may affect traffic. The Vendor shall also consider safety during planning and design when the location is near a park, school, church, etc.

5.3 Utility Investigation

The successful Vendor shall investigate and confirm the present location of all above and below ground utilities including and not limited to communicating with utility agencies, daylighting (i.e. exposing utilities), preparing a utility plan, as well as preparing a Utility Relocation Plan and Schedule if required. An allowance is provided for utility investigations, including subsurface utility investigation (SUE), if required, subject to approval from the Agency's Project Manager.

5.4 Coordination with Local Conservation Authorities

Where rehabilitation works are located near a lake or river, coordination with the Local Conservation authority (e.g. TRCA, CVC, MNRF, etc.) must happen. The Vendor shall outline their approach to obtaining all necessary permits for sites near lakes/rivers and all other applicable watercourses within the boundaries of the Local Conservation Authority. The Vendor must perform a thorough research with respect to endangered species for any location near lake, river, or creek.

5.5 Coordination with CPR and CNR

The Vendor shall coordinate and prepare all required study reports, documentation, specifications, drawings, forms, details, and applications to secure approvals and all required permits.

5.6 Monthly Status Reports

During the design and construction phase, the successful Vendor shall be responsible for providing monthly status reports to the Agency's Project Manager. The format of this report and items to be reviewed in this status reports shall be discussed with the successful Vendor upon award of this assignment.

5.7 Meetings

The successful Vendor shall allow for participation in a minimum of 37 meetings with the Agency in connection with the design services provided under this Contract.

For budget purposes, Vendors shall base the meeting costs assuming four hours per meeting, and that the following minimum total number of meetings shall include, but not be limited to:

- **12** meetings with Agency staff.
- **25** meetings with the Agency staff or other agencies such as TRCA, CVC, Local Municipalities, CNR, CPR, Metrolinx, Hydro, Gas, other utility companies, and property owners, etc.

Prices for the meetings as outlined above shall be included in the lump sum prices for Agency and Stakeholder Consultation of the appropriate design works.

5.7.1 Additional Meetings as Required (Provisional)

The successful Vendor shall make allowance for additional meetings that may be required for this assignment. This may include site

visits as deemed necessary. Please provide a per meeting rate under Part 4 – Additional Unit Price Provisional Items of the Pricing Sheet, Appendix 7.1.

5.8 **30 Per Cent Design Submission Deliverables**

5.8.1 **Review of Available Information and Preliminary Design**

The Agency anticipates the completion of preliminary design and review of all available information as part of the 30 per cent design submission deliverables.

The successful Vendor shall provide the following as a minimum:

- Arrange and hold project initialization meeting with the Agency;
- Project schedule outlining the major tasks and deliverables;
- Review of all available information and as-recorded drawings;
- Review visual condition evaluation reports provided for structures (Appendix 7.12);
- Perform on site review and general evaluation of structures to confirm information and recommendations provided in visual condition survey reports (Appendix 7.12) or to provide alternative recommendations;
- Perform additional condition investigation and life cycle cost analysis for CPR and CNR substructures as required to:
 - Confirm recommendations or provide alternative recommendations
 - Determine types and causes of distress and delamination
 - Detect delaminated areas and extent of repair
 - Review repair or replacement alternatives for elevated sidewalks and lower retaining walls
- Provide an interim construction cost estimation;
- Prepare design criteria for recommended works to include;
 - Design life of structure;
 - Temporary supports if required,
- Evaluate alternatives for repair of retaining walls being technically, economically, and constructability-wise feasible and per the requirements of the Agency and local municipalities;
- For all proposed structural work, the Vendor shall provide the following preliminary services:
 - Preparation of Preliminary General Arrangement Drawings for the recommended structure repairs; and

- Perform complete Geotechnical Investigations and recommendations including full foundation investigations and design for this project;
- Arrange for meetings with the Agency as required to present and communicate findings and define approach to meet project goals and objectives;
- Provide alternative preliminary approach and schedules for tendering and construction of structures.

5.8.2 Environmental, Agency and Stakeholder Consultation

Contact and discuss preliminary design with all appropriate authorities including but not limited to, the local municipalities (e.g. City of Brampton, City of Mississauga, Town of Caledon), the Agency, CVC, TRCA, MOECC, MNRF, CPR, CNR, Metrolinx, adjacent property owners, utility companies, etc. and incorporate any comments.

The successful Vendor shall provide the Agency with a comprehensive list of regulatory and permitting requirements and prepare a viable strategy to obtain all permits in a timely manner.

Important Note: The successful Vendor shall be required to obtain all approvals prior to tendering and will not be permitted to forward responsibility for any of the above approvals to the General Contractor, Suppliers or other third parties to the project. The successful Vendor is wholly responsible for the acquisition of all Permits and Approvals. All permitting fees shall be paid by the Agency, unless otherwise agreed by the Agency's Project Manager; the Vendor shall be reimbursed for any permitting fees paid on behalf of the Agency, to expedite the work.

Effective and ongoing attention to consultation and coordination with stakeholders and various regulatory agencies is critical to the success of this project. The successful Vendor's Project Manager shall be responsible and fully accountable for the required ongoing communication and coordination with all appropriate agencies and stakeholders.

Timelines required for securing of all Permits and Approvals shall be well documented in the Vendors proposed schedule, and submitted as part of this RFP.

5.8.3 Topographic Survey

For detailed design purposes, undertake a detailed 3D topographic survey where required. Topographical survey limits shall be extended as required and/or directed by the Agency.

Permission to Enter Agreements shall be required for any work on private properties. Vendor to coordinate with The Agency's staff

for obtaining the agreements prior to the survey work. Vertical and horizontal alignment shall be carried out according to Agency's graphic and survey standards (Form of Design, Specifications, and Procedures Manual Appendix 7.5).

5.8.4 **Agency Review**

The 30 per cent detailed design including General Arrangements, Cross Sections, and Details shall be submitted to the Agency for review and selection of preferred design arrangement as follows:

- 10 full size copies of Drawings, five half size copies of Drawings and one CD containing a pdf. file of Drawings; and
- Four hard copies of all plans, two hard copies of background reports to the Agency and one CD containing a pdf. file of background reports.

A presentation to Agency staff will be required to receive any comments or concerns. Any changes arising from this meeting must be incorporated into the 60 per cent design submission.

5.9 **60 Per Cent Design Submission Deliverables**

5.9.1 **Environmental, Agency and Stakeholder Consultation**

Submit a detailed composite utility plan illustrating all the proposed utility conflicts and possible relocation, for approval to all appropriate Agencies and impacted stakeholders (Local Municipalities, Regional Municipality of Peel, CPR, CNR, Metrolinx, TRCA, CVC, MOECC, MNRF, adjacent property owners, utility companies, etc.). Identify cost recovery from local municipalities, utility companies, etc. and co-ordinate the design with new developments which were not previously identified, as required. The successful Vendor shall submit Public Utilities Coordination Committee (PUCC) application with confirmed relocation plan after the 60 per cent design.

The Vendor shall arrange a joint meeting with all affected utility companies to present the 60 per cent design following approval by the Agency.

5.9.2 **Utility Investigation, Daylighting, and Subsurface Utility Investigation Engineering (SUE) - Allowance**

Gather all information regarding existing utilities from the appropriate Agencies. Assess potential utility impacts/conflicts and prepare a preliminary strategy to overcome them. Provide a composite utility temporary support or relocation plan if required with the approval of the Agency, in coordination with affected utilities. Determine associated costs, and verify that the proposed utility works comply with the selected preferred design, and any new developments which were not previously identified, as required.

The successful Vendor shall retain and pay for the services of a specialized sub-consultant to develop a SUE report for the project. The sub-consultant shall be responsible for the collection of all utility data in accordance with American Society of Civil Engineers (ASCE) Standard 38-02 "*Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data*". The Vendor's Proposal shall discuss their approach to Subsurface Utility Engineering and how they plan to carry out this deliverable.

Utility information shall be included on a composite utility drawing based on Quality Levels as outlined in the ASCE Standard. The utility drawing shall be signed and sealed by a licensed Professional Engineer. The level of quality of the locate information provided shall be based on the sound judgment of the Subsurface Utility Engineer in charge of the project, based on relative congestion of utilities and potential conflict areas. Vendors shall assume that a **Quality Level B** investigation is required in areas where activities will be taking place, and that **Quality Level A** – test holes – shall be installed at key conflict areas.

At the time this Request for Proposal is being written the design has not been prepared yet; therefore, it would be difficult for Vendors to estimate the cost of the SUE Report. For this reason, the Agency has included a Subsurface Utility Engineering (SUE) Design and Utility Relocation Coordination and Plan Allowance item to cover the cost of retaining a specialized SUE Consultant to prepare this report. Payment for this work will be based on actual costs.

The successful Vendor/Sub-Vendor shall identify the qualifications of any Sub-Vendors retained to complete the investigation.

The successful Vendor and/or SUE sub-consultant firm shall work closely with the Agency's staff and follow the Agency relocation guidelines. A clear description of the approach to be used and past experience with utility co-ordination and relocation design should be explained. The sub-consultant /Vendor shall verify relocations were completed as planned via "spot checking" after relocation. Agency staff shall be invited to attend all meetings with the utility companies and be copied on all correspondence and minutes of utility meetings.

- 5.9.3 Geotechnical, Foundation, Hydrogeological Investigations**
Provide full Geotechnical and Foundation Investigation Report which documents the recommended structure repairs design parameters and constructability review associated with completing the retaining wall repairs design. Provide full Geotechnical

Investigation and Analysis (including chemical analysis testing) Reports required to complete the design, including recommendation for the reuse or disposal of all excavated materials. The report shall include a Hydrogeological Investigation component.

The Geotechnical Investigation shall include at a minimum, the following:

- Geotechnical Services including boreholes and test pits as required satisfying the design requirements.
- Asphalt sampling for deleterious substances and asbestos.
- Soil sampling shall include but not be limited to the following:
 - Soil Corrosivity and Hydrocarbons;
 - Chemical Analysis for SAR/EC content in all boreholes; and,
 - Environmental soil samples in accordance with current MOECC regulations and amendments.
- Hydrogeological Investigation services, as required, shall include the following:
 - Installation of piezometers as required to support a Permit to Take Water (PTTW); and,
 - Production of a Hydrogeological Data Report including, but not limited to, summary of investigation, PTTW requirements, recommendations for detailed design, and all supporting data collected during the investigation.
- Geotechnical Investigation summary requirements shall include the following:
 - Soil classifications;
 - Depths of overburden;
 - Type and hardness of bedrock (if applicable);
 - Static groundwater elevations;
 - Bearing capacity of soils;
 - Ground Settlement Calculations
 - Recommendation of pipe bedding requirements;
 - Recommendation of dewatering techniques;
 - Recommendations for trench excavations and backfill materials;
 - Review and develop Earth Management Plan to address excess soils or imported fill requirements in accordance with MOECC Regulations; and,
 - Recommendations for pavement design including any side roads and driveways.

5.9.4 Environmental Permitting, Agency and Stakeholder Approvals

The Vendor shall coordinate and prepare all required study reports, documentation, specifications, drawings, forms, details,

and applications to secure all environmental permitting from the approving authorities and impacted stakeholders which includes but shall not be limited to CPR, CNR, the local municipalities, TRCA, CVC, MOECC, MNRF and Heritage Clearance (where required). Impacts on the character of the road, trees, vegetation, and any endangered species and fisheries as well as any species of concern shall be mitigated through further consultation with the Agency, MNRF, CVC, TRCA, and other agencies as required.

Submit a detailed composite utility plan illustrating all the proposed utility relocations, for approval to all appropriate agencies and impacted stakeholders (City of Brampton, TRCA, MOECC, MNRF, MTC, CEAA, adjacent property owners, utility companies, etc.). Identify cost recovery from area municipalities, utility companies, etc. and coordinate the design with new developments which were not previously identified, as required.

The successful Vendor shall provide the Agency with a comprehensive status update of all regulatory and permitting requirements identified at the 30 per cent stage of this assignment, and should any new requirements become evident provide a viable strategy to obtain these in a timely manner so as not to jeopardise the project schedule.

The successful Vendor shall submit Public Utilities Coordination Committee (PUCC) application with confirmed relocation plan after the 60 per cent design.

The Vendor shall arrange a joint meeting with all affected utility companies to present the 60 per cent design following approval by the Agency.

- **Approvals and Coordination with CPR and CNR:**
The Vendor shall coordinate and prepare all required study reports, documentation, specifications, drawings, forms, details, and applications to secure approval and all required permits from CPR, CNR, or any other agencies involved in the operation and use of the CPR and CNR structures.

5.9.5 **Coordination with Realty and Property Impact Plan**

The Vendor shall provide continuous design related services to assist the Agency's Realty Negotiator in preparation of offer to working/permanent easements and permission to enter agreements with impacted property owners.

All property requirements of the proposed works must be identified and submitted to the Agency for review and approval.

Property acquisition, if required, shall be completed by the Agency. Documentation of the property requirements for all proposed works shall be in accordance with Agency standards, procedures and guidelines.

The successful Vendor will be required to prepare a property plan for property and easement acquisition. The successful Vendor will liaise with the Agency's Project Manager in order to amend and revise the plan to its final state of completion.

Submit an 11"x 17" property impact plan for each property to satisfy realty requirements for property negotiation as per Agency standards.

If a legal survey is required, either for the purpose of confirming the Right-of-Way, or easement acquisition, these requirements shall be forwarded to the Agency's Project Manager for review. A memo outlining the exact nature of the survey, as well as providing a digital file showing the requirements and a set of marked up drawings showing the limits of the survey is required. The survey will be undertaken by the Agency's Legal Services, unless otherwise instructed.

The successful Vendor shall provide continuous design related services to assist the Agency's Realty negotiator in preparation of offer to sell agreements for the impacted property owners. These services shall include but not be limited to, investigating and preparing design alternatives, and cost-benefit analysis for each alternative.

5.9.6 Structural, Rehabilitation, and Adjacent Road Components Design

The Vendor shall complete the structural design in full as required for construction (i.e. repair or replacement) for all of the structures. This is to include design for all road components adjacent to structures that maybe affected by the work and/or require upgrading to standards and manuals mentioned in this document. Drawings shall include but are not limited to the following:

- Structural and restoration drawings;
- Removal drawings;
- Cross section drawings;
- Elevation drawings;
- Environmental protection drawings;
- Landscape drawings;
- Electrical drawings;
- Miscellaneous details; and,
- Other drawings as required.

5.9.7 Storm Water Management (SWM) and Drainage Design

The Vendor shall complete the drainage design which shall include but not limited, to the following:

- Review existing system and determine appropriate drainage system for all structures
- Prepare required drainage details and incorporate into the design drawings
- Obtain approval of the recommended design by all affected agencies

Storm drainage design shall be completed as per the local municipalities and Agency Standards.

5.9.8 Street Lighting and Electrical Design - Allowance

If required the Vendor shall complete the design for temporary street lighting and reinstatement of same. An allowance is provided in Pricing Sheet, Appendix 7.1. The design shall comply with current local municipal standards, and ESA Ontario Regulation 22/04 - Electrical Distribution Safety – made under subsection 113 (1) of Part VIII of the *Electricity Act*, 1998. The design shall include preparation of lighting design (including photometric analysis), as required to satisfy the Agency and obtain approval from the local municipalities.

5.9.9 Landscaping, Restoration and Streetscaping Design

The Vendor shall complete a landscape, restoration, streetscape, and tree planting planning and design in compliance with the Agency's Standard Contract Documents (Volume 2) and the Agency's Streetscaping Tool Box, Region of Peel, September 2017. The works shall include an arborist vegetation assessment documenting existing conditions and recommendation for enhanced remedial measures. The Vendor shall be responsible for coordination of any enhanced landscape, restoration, and streetscape features with the local municipalities and the Agency.

5.9.10 Traffic Operations and Construction Staging

The Vendor shall review traffic data for the project and complete the design for road detours, construction and traffic staging works for the review and acceptance of the Agency. Any temporary detours shall be designed to the same design speed as the main lanes (as per the Geometric Design Standards for Ontario Highways manual and Book 7 of the Ontario Traffic Manual).

Construction Staging Drawings shall be produced for the Agency's approval and shall include but not limited to, the following:

- Temporary access during construction.
- Identify all existing driveways to be maintained during construction.
- Location of on-site construction vehicles parking.
- Location of material and equipment storage.

- Identify all existing trees and vegetation to be protected that may be impacted by construction activity.
- Traffic operations.
- Pedestrian and user safety consideration.

The Vendor shall prepare 1:500 scale pavement marking and traffic signage drawings for all temporary and permanent works as per the Ontario Traffic Manual.

5.9.11 Agency Review

Recommended design plans and documentation shall be submitted to the Agency for review and acceptance as follows:

- 10 full size copies of Drawings, five half size copies of Drawings and one CD containing a pdf. file of Drawings; and
- Four hard copies of all plans, two hard copies of background reports to the Agency and one CD containing a pdf. file of any background reports

A presentation to Agency staff will be required to receive any comments or concerns. Any changes arising from this meeting must be incorporated into the 90 per cent design submission.

5.10 **90 Per Cent Design Submission Deliverables**

5.10.1 Final Detailed Design

The final design shall be completed in compliance with the appropriate industry standards and in accordance with current Agency policies and practices. The final detailed design Drawings shall include but not limited to, the following:

- Complete all structural, rehabilitation, restoration, drainage, and road component design, drawings, methods, improvements, etc.
- All design drawings and details for retaining wall structures, gabion retaining walls, CNR and CPR sub-structures.
- All limits and requirements for drainage features beneath, behind and through the retaining walls.
- Backfill requirements within and behind the retaining walls.
- Details of appurtenances such as barriers, railings, fencing, coping, surface drainage.
- Construction staging drawings and sequence requirements including traffic control, and access as well as safety consideration.
- All design drawings required for construction (e.g. removals, staging, new construction, utility, cross section, elevation, rehabilitation, restoration, drainage details, environmental protection, landscape, etc.).
- Elevations at top/base of wall and footings as required and at all break point locations.

- Cross sections at intervals of 10m or as required by the design.
- Ground line profiles in front of and behind retaining walls.
- Right-of-Way (ROW) and grading limits.
- Construction sequence requirements, including traffic control, access, safety, and staging of construction sequences.
- Magnitude, location and direction of external loads due to traffic surcharge and rapid groundwater draw down.
- Restoration plan for components adjacent to structures, impacted and disturbed areas, (e.g. boulevard, roadway, accesses, walkways, traffic signs, guiderail, illumination).
- Street lighting design if at all required (allowance provided in Pricing Sheet, Appendix 7.1).
- New construction drawing to illustrate geotechnical boreholes on profile, topographical information, driveway entrances, any information on nearby developments, existing addresses, buildings, and parcels.
- Landscaping, restoration, and streetscaping design, including tree inventory assessment, mitigation measures, and replanting as necessary.
- Location and description of environmental mitigation measures including erosion and sedimentation control drawings, in compliance with current guidelines and standards of MOECC, MNRF, TRCA, CVC, etc.
- All utility coordination and utility drawings and SUE drawings which illustrate all existing services and their proposed relocations (if any) and/or utility support, including information gathered from subsurface utility investigation and daylighting (i.e. exposing utilities).

5.10.2 Documentation

The Vendor shall provide the Agency with the following documentation as a minimum:

- Estimated quantities, cost analysis including recoveries, and detailed construction cost estimates (within 15 per cent accuracy).
- Submit Public Utility Coordination Committee (PUCC) application.
- Prepare and submit MOECC's Certificate of Acceptance (C of A) application for any storm infrastructure.
- Prepare and submit MOECC's Permit to Take Water (PTTW) application, if required.
- Tender package with schedule of prices separately for every structure or as required by the Agency.
- All the background reports including but not limited to Geotechnical and any required hydrogeological reports.

NOTE: The successful Vendor shall apply to PUCC based on the revised project schedule and finalized anticipated construction dates.

5.10.3 Environmental, Agency, and Stakeholder Approvals

Obtain all necessary approvals, including those of the Agency, and the following stakeholders: the local municipalities, MOECC, PUCC, MNRF, CVC, TRCA, CPR, CNR, Metrolinx, etc., and attend meetings at the offices of these approving authorities as required and as approved by the Agency.

Vendors shall undertake a detailed review of the requirements to secure all approvals and permits, including but not limited to those noted herein. Where required based on design expectations, Vendors shall also suitably note requirements for application for minor variances or other processes where designs deviate from the requirements of the regulatory body.

The successful Vendor shall be required to obtain all approvals **prior to tendering** and will not be permitted to forward responsibility for any of the above approvals to the General Contractor, Suppliers or other third parties to the project. The successful Vendor is wholly responsible for the acquisition of all Permits and Approvals.

The successful Vendor shall prepare documentation for obtaining all required approvals and submit formal applications for approvals on behalf of the Agency, and issue, on behalf of the Agency, all application fees in order to expedite the approval process. The Agency will reimburse the successful Vendor for all fees submitted on behalf of the Agency.

Timelines required for securing of all permits and approvals shall be well documented in the Vendors proposed schedule, and submitted as part of this RFP.

All costs associated with application/approval fees shall be borne by the Agency.

THE AGENCY WILL NOT ACCEPT REQUESTS FOR ADDITIONAL FUNDING FOR THE SECURING OF APPROVALS FROM REGULATORY BODIES.

- Approvals and Coordination with CPR and CNR:**
The Vendor shall coordinate and prepare all required study reports, documentation, specifications, drawings, forms, details, and applications to secure approval and all required permits from CPR, CNR, or any other agencies

involved in operation and use of the CPR and CNR structures.

5.10.4 Agency Review

Final design completion (consisting of Contract Drawings and Document Specifications, Form of Tender with quantities, Construction Cost Estimate) shall be submitted to the Agency for review and acceptance as follows:

- Ten (10) full size copies of Drawings, five (5) half size copies of Drawings and one (1) CD containing a pdf. file of Drawings to be submitted to the Agency for review and comments as well as final design completion (consisting of Contract Drawings and document specifications, form of tender with quantities, construction cost estimate, etc.).
- Four (4) hard copies of all plans, two (2) hard copies of background reports to the Agency and one (1) CD containing a pdf. file of background reports.
- Hard copies of the hydrogeological and geotechnical reports as required to be submitted to environmental and conservation authorities.

A presentation to Agency staff will be required to receive any comments or concerns. Any changes arising from this meeting must be incorporated into the 100 per cent design submission.

5.11 **100 Per Cent Design Submission Deliverables**

5.11.1 **Tender Package Review**

The successful Vendor shall meet with Agency's staff to approve the final design drawings and tender package. Design drawings and documentation must include changes from the 90 per cent design submission review.

Ten sets of full-size drawings and specifications shall be provided to the Agency. Prior to final tender submission the Agency must assign Region of Peel drawing numbers to all drawings in the tender set. This process must be done prior to final tender sets being delivered. Once numbered they will be returned for final Tender Drawing set production after the numbers have been inserted in the drawings and the related drawing references updated.

5.11.2 **Final Tender Package**

For Agency review and acceptance of final draft Request for Tender documents prior to tendering, the successful Vendor must submit the final submission **a minimum six weeks prior to tendering**. A presentation to Agency staff shall be required and approval from the Agency's Project Manager must be obtained prior to issuance of the Tender documents.

Tender package shall include, but not be limited to, the following:

- A minimum of 25 full-size (1:500 scale) Contract Plans;
- A minimum of 25 sets of Contract Tender documents;
- 12 half-size sets (1:1000 true scale) of Contract Plans on A2 size drawings. (11" x 17" drawings issued not to scale are not acceptable);
- One complete full-size set of reproducible drawings;
- Five CD copies containing the complete Contract Plans both in PDF (full size scale format) and Microstation DGN format (references files not to be merged). Digital versions of drawings must be in MicroStation format in accordance with the Agency's standard (See Appendix 7.5 and/or <http://www.peelregion.ca/pw/other/standards/linear/design/pdfs/cad-sub-req-capital-works-june2015.pdf>)
- Drawings to be named as per the assigned Agency drawing and saved accordingly on the CD/DVD;
- Five sets of final design cross sections (1:100 scale) in roll plan format at critical intervals;
- Five sets of detailed quantity calculations of Contract items (in three ring binder).

Currently, the Agency presumes to issue one tender package for all structures, however, during design the Agency may decide to issue two tenders/contracts resulting in one phase/year of construction for all structures. The successful Vendor shall be compensated for any additional tender package and process (see Pricing Sheet in Appendix 7.1, Part 3). No extension to the schedule will be awarded.

5.11.3 Tendering Period

The successful Vendor shall provide a response to the Agency's Project Manager with respect to Contractors' inquiries during the tendering period. The Vendor will be responsible for compiling draft addenda in accordance with the Agency's standard Purchasing format. The addenda shall be e-mailed to the Project Manager for review and final acceptance.

Upon opening the tenders, the Agency will forward copies of the tender submissions to the Vendor. The Vendor shall evaluate the Tender submissions in accordance with the Guidelines for Consultants (Appendix 7.2) and prepare recommendations for award.

5.11.4 Tender Documents (Issued for Construction)

Issued for Construction (IFC) Drawings and Specifications (incorporating all Drawing modifications undertaken via addenda) will be required on this project. All requirements below will be supplied within two weeks of Tender Period closing. Following

completion of the IFC Drawings and specifications the Vendor will supply

- Five sets of A2 IFC drawings, five sets of Full-size IFC drawings (both signed and stamped) and five sets of IFC specifications for the Contractor's use.
- Two CD's/DVD containing PDF version of full size signed and stamped IFC drawings
 - Final Issued for Construction Drawings must be named as per the assigned Agency drawing numbers and follow the naming convention below:
 - MicroStation Files **XXXXX-D_IFC.dgn**
 - PDF Format **XXXXX-D_IFC.pdf**
 - **Example 50000-D_IFC.dgn, 50000-D_IFC.pdf**
 - Drawings at this stage must be 100 per cent compliant with the Public Works CAD Standard (as per Appendix 7.5).
 - Each CAD file must be unique and have no reference files of any type, and must be in true model space.
- 10 sets of A2 drawings, 10 sets of full-sized IFC drawings (both signed and stamped), and five sets of IFC specifications to the Agency's Project Manager.

5.12 As-Recorded Drawings

The Vendor shall ensure all drawings for the project including As-Built Recorded Drawings conform to the Agency's survey and graphic standards, Appendix 7.5.

It is a requirement of this Contract that As-Recorded Drawings are received by the Agency within two months of completion of the Contract. Any drawings added to the Issued for Construction Drawing set are to be provided to the Agency for numbering purposes.

Vendors shall note that As-Recorded Drawings shall be provided by the Vendor even in the event that the Agency undertakes the Contract Administration and/or the Inspection components of this assignment. In this event, the Vendor shall provide the completed As- Recorded Drawings no later than two (2) months after receiving the mark ups from the Agency's Contract Administrator.

Six (6) sets (hardcopy) shall be provided to the Agency; **four (4)** sets shall be full-scale drawings and **two (2)** sets shall be $\frac{1}{2}$ scale (A2 Drawings Size) format. As-recorded Drawings shall also be submitted to the Agency in .pdf format on Compact Disc (CD). Digital versions of Contract Drawings must be in Microstation format in accordance with the Agency's standard.

At the end of the Detailed Design stage, the Agency shall hold back five (5) per cent of the total amount billed to date until the As-recorded drawings and records are accepted and approved by the Agency.

- 5.13 **New 2015 CAD Drawing Format**
The CAD drawing format has been updated (Appendix 7.5). This new format will now use True Type fonts and should be used for drawing preparation and submission. Sample templates will be provided to the successful Consultant.
- 5.14 **Construction Cost Estimates**
The successful Vendor shall update cost estimates in conjunction with each interim submission, and immediately prior to tendering. Review with the Agency's Project Manager, the Agency associated budget item and work with the Agency's Project Manager to accommodate the requirements of the project to the available budget. The successful Vendor shall submit a total of four cost estimates for review and acceptance, as follows:
60 Per Cent Submission;
90 Per Cent Submission;
100 Per Cent Submission; and,
Prior to Tender issuance.
- 5.15 **Contingencies**
Any contingencies for any unforeseen work required to complete design shall be approved by the Agency's Project Manager.
6. **CONTRACT ADMINISTRATION AND CONSTRUCTION INSPECTION AND SUPERVISION SERVICES TO BE PROVIDED BY THE VENDOR (PROVISIONAL)**
It is the intent of the Agency to assign the Contract Administration services (including Environmental, Structural, and Electrical inspection services) for the project to the successful Vendor. **However, the award of these services (Part 2) is at the sole and absolute discretion of the Agency. The Agency may determine this based on the Vendor's performance throughout the various stages of this assignment.**

In the event that these Contract Administration Services are required by the Agency in full or portion, the successful Vendor shall be compensated based on actual number of hours worked and at the hourly rates and prices submitted under Part 2 of the Pricing Sheet, Appendix 7.1.

The Agency also reserves the right to perform any or all parts of the Contract Administration and construction inspection and supervision services utilizing Agency personnel.

The Vendor shall provide contract administration and construction inspection and supervision services in accordance with the Guideline for Professional Engineers Providing Engineering Services to Municipalities, 1986 Phase 4, 5 and 6, in addition to MEA/CEO Client/Vendor Agreement for Municipal Works as stipulated in Appendix 7.6.

6.1 General

The Vendor provided Contract Administration, part-time at four hours/day, five days a week services shall include, but not be limited to, the following tasks:

- 6.1.1 Carry out all on-site construction inspection, sampling as required, measuring and verification of construction methods as required by the Contract Documents, as defined in the General Conditions of the Contract. Surveying, including layout, to be provided by the Contractor.
- 6.1.2 The CA shall carry out coordination with various agencies, such as local municipalities, utility agencies, other Agency representatives, local politicians, police and emergency services, adjacent property owners, etc.
- 6.1.3 Review and acceptance of concrete and asphalt mix designs. A copy of mix design plus a summary of its review shall be submitted to the Agency.
- 6.1.4 Communicate all test results to the Agency and contractor within four business days of the taking of the sample. Physical testing of aggregates shall be evaluated and the test results available within 15 days of the taking of the sample.
- 6.1.5 Actively monitor the quality of the Contractor's work to ensure the Contractor is completing its obligations and responsibilities in accordance with the Contract.
- 6.1.6 Notify the Contractor of any deficiencies in the construction of the work, instructing the contractor to take appropriate corrective measures, confirm and report the results of the corrective measures.
- 6.1.7 Prepare and submit monthly summaries, identifying acceptability of all materials, course of action for any borderline materials or rejected materials.
- 6.1.8 Prepare and provide to the Agency, monthly progress report detailing completed work, scheduled work, changes, extra work, photo summary, etc.
- 6.1.9 Provide construction site photos weekly and when required by the Agency.
- 6.1.10 Prepare and provide to other parties a contact list of all three parties, including names, titles, phone numbers, cell phone numbers, emails, and emergency contacts.

- 6.1.11 If requested, provide lot, monthly and year end summaries of all samples of materials.
- 6.1.12 Distribution of all documents, reports and test results to applicable Agency offices.
- 6.1.13 Attendance of the Project Manager at all Contract meetings including preparation of agenda and minutes of meetings.
- 6.1.14 Monitoring requirements during and after construction to ensure that the project is built and operated in accordance with the approved design and that environmental impacts are as predicted.
- 6.1.15 Monitor the quality of the Contractor's work to ensure the Contractor is completing its obligations and responsibilities in accordance with the Contract.
- 6.1.16 Ensure that the contractor has Health and Safety training and WSIB Clearance Certificate.
- 6.1.17 Monitor with respect to safety concerns and measures and report to the Agency.

6.2

Contractor Liaison

The CA shall provide and maintain continuous liaison with the Contractor for the duration of construction and include the following activities as a minimum:

- 6.2.1 Issue all instructions to the Contractor and provide day-to-day liaison.
- 6.2.2 Provide interpretation of Contract documents to the Contractor, communicating to the Agency on decisions to the Contract.
- 6.2.3 Receive submissions (shop drawings, plans, proposals, etc.), review and comment prior to submission to the Agency as required.
- 6.2.4 Review, monitor and notify the Agency of problems regarding the Contractor's construction schedule.
- 6.2.5 Receive, evaluate any Contractor requests for extension of time and provide recommendations to the Agency.
- 6.2.6 Provide preliminary evaluation and note comments regarding any change proposals submitted by the Contractor.

6.2.7 Participate in joint inspection of the work with the Contractor and the Agency to establish substantial completion and/or date of completion of the work.

6.3 Environmental

6.3.1 Review, monitor and ensure compliance with Contractor environmental submissions as appropriate in the provisions of the Contract Documents.

6.3.2 The Contract Administrator (CA) shall ensure the environmental protection measures are acceptable, and working as required. Any deficiencies shall be noted and corrected. A diary of the Contractor's environmental protection measures shall be maintained.

6.3.3 The CA shall ensure that the Contractor shall not undertake construction activities which require project specific environmental approvals that have not been obtained, unless such approvals have been obtained by the Contractor.

6.3.4 Monitor to determine compliance with project-specific environmental permits/approvals obtained by the Approving agencies.

6.4 Electrical Inspection

The CA's electrical quality assurance plan shall provide ongoing and final inspection to all electrical contract items including power supply, cable installation and connections, luminaire installation and all conduits, ducts and overhead lines. All the inspection shall comply with the guidelines in ESA Ontario regulation 22/04 – Electrical Distribution Safety – made under subsection 113 (1) of Part VIII of the *Electricity Act*, 1998.

6.5 Structural and General Inspection

The successful Vendor will be required to undertake full inspection of the construction, structural and non-structural components including adjacent road and drainage components as included in this Document. The CA shall prepare a detailed inspection report documenting various stages of implementation. Quality assurance shall include the ongoing and final inspection of any structural components.

6.6 Traffic Management and Public Information

The CA shall ensure that all Traffic Management and Public Information services included in the Contract documents and proper traffic management is adhered to by the Contractor and shall do so by adopting the following procedures as a minimum:

6.6.1 Assess the Contractor's Traffic Control Plan, prior to the start of construction, to ensure Contract requirements are met. Monitor

and ensure that traffic control is complying with the approved Traffic Control and Protection Plan.

- 6.6.2 Monitor the traffic control measures during construction, to ensure they are compliant with the Traffic Control Plan and comply with applicable legislation such as health and safety.
- 6.6.3 Assess the effectiveness of the traffic control measures through monitoring of the traffic control. Notify the Contractor of any deficiencies and provide a copy of the Contractor's traffic control signing diary to the Agency, as requested.
- 6.6.4 Perform traffic control/lane closure notifications, coordinating traffic management and public communications with other roadway work in the vicinity.
- 6.6.5 Immediately notify the Agency of any potential delays caused by construction activities.
- 6.6.6 Maintain clear and accurate daily records of traffic control arrangements utilised by the Contractor including, the date/time of any changes to the traffic control arrangements and any traffic control arrangements utilised by the Contractor for Night Work operations.
- 6.6.7 Provide a record of traffic accidents, public notification and complaints that occur in the work zone.
- 6.6.8 Immediately notify the Agency of any potential hazards or safety concerns caused by construction activities.

6.7 Payment Quantity

The successful Vendor shall be responsible for the tracking and reporting of all payment quantities and shall provide the following supporting documentation:

- Verify all quantity reports to support payment.
- Verify weighed materials.
- Review and verify any work performed on Time and Material basis.
- Prepare and submit monthly payment certificates and all final payment documentation.
- Prepare and submit final estimate.

6.8 Negotiation/Engineering Claims

The successful Vendor shall be required to complete the following as required throughout the construction period.

- Receive all claims, notice of intent to claim, disputes and questions relating to Contractor Performance, quality of the Contractor's work and interpretation of the Contract Documents.

- Review options for resolution (review with Agency as required) and issue resulting instruction to the contractor.
- Investigate all requests for extra work made by the Contractor, review options with the Agency for resolution and issue resulting instruction to the Contractor.
- Prepare and process any change orders from the Contractor for Agency approval.

6.9 Preliminary Acceptance and Final Acceptance

The successful Consultant shall be required to complete the following as required throughout the construction period:

- Ensure all Contract items for the project have been completed.
- Ensure Contractor rectifies deficiencies on a timely basis.
- Upon completion of all deficiencies, recommend the project to move into the key phases; Preliminary Acceptance, Maintenance Period and Final Acceptance.
- Ensure all documentation required by the Contractor is completed and submitted in a timely manner, prior to any holdback release.

6.10 Construction Records

Record Documents shall be maintained throughout the duration of the Contract and then delivered to the Agency upon completion. Record Documents shall include but not be limited to, the following; diaries, test reports and summaries of the following information as applicable:

- Inspection records.
- Records of Contractor submitted Certificates of Conformance as required by the contract documents.
- Soils and granular material quality records.
- Concrete, concrete aggregates and structures quality records.
- Pipe culverts and sewer quality records.
- Hot mix, hot mix aggregates and bituminous materials records.
- Grading records.
- Drilling records.
- Blasting records.
- Streetlighting.
- Specialty work quality records.
- New product quality records.
- Environmental quality assurance records.
- Miscellaneous items quality records.
- Company environmental compliance records complying with the environmental statutes and regulations.
- Traffic accident records including police records.
- Records documenting how property related commitments and construction concerns have been addressed.
- “As-recorded” Drawings illustrating constructed deviations from the original Drawings.

- Document and provide minutes during all progress meetings (in a timely manner).
- Prepare Contractor Performance Certificate at the end of the maintenance period.
- Prepare a deficiency list at the end of the Contract.

6.11 **Project Liaison**

Establish and maintain appropriate relationships with adjacent property owners, other Agency representatives, local politicians, local police and emergency services, etc.

6.12 **Occupational Health and Safety Plan**

The Vendor shall be responsible for meeting all of the employer obligations under the *Occupation Health and Safety Act* and shall ensure that the CA Services are carried out in accordance with the OHSA and its regulations. This includes but is not limited to, the duties to: provide a safe workplace, provide information and educate the workers on workplace hazards, appoint a competent supervisor, prepare and provide the health and safety program to support the policy and take every reasonable precaution to protect the health and safety of workers.

6.13 **Post-Construction Phase/Maintenance/Warranty Period Phase**

6.13.1 **General**

The successful Vendor shall provide post construction/maintenance/warranty services in accordance with the requirements of this section, Agency standards and as outlined in the remainder of this document.

6.13.2 **Pre and Post Construction Photos**

Before commencing and following completion of construction and restoration work the Vendor shall take a complete set of Pre and Post-Construction photos for record purposes. Photos are to be taken during a time when snow or other weather impacts will not obscure any features being highlighted. In addition to indicating the condition of all pre-existing features, the Vendor shall ensure they take pictures of all recently completed work and its condition for record purposes.

6.13.3 **Records and Project Information**

The Vendor shall be responsible for submitting all project records in accordance to the requirements of this Contract.

6.13.4 **Maintenance and Warranty Items**

Part time staffing as required by the Contract Administrator/Inspector will be required for administration of the maintenance period for **TWO** years beyond the substantial completion date of the project. Vendors are to assume that total part time services are for a maximum of **one hour per week**. Vendors should outline in their

proposal any additional allowances they have made for dealing with any issues that arise during the maintenance period.

The Vendor shall be responsible for creating and maintaining a maintenance item tracking form which shall include the following information as a minimum:

- Maintenance/Warranty issue;
- Date issue was raised;
- Description of issue and location of the issue;
- Date Contractor was notified; and
- Date issue was resolved by the Contractor.

The successful Vendor shall proactively deal with the Contractor in question in order to address the issue in question. Where the Contractor refuses or does not deal with the maintenance/warranty issue in timely manner, the Vendor shall assist the Agency in resolving the issue by other means and shall ensure the appropriate financial holdback is retained from the warranty holdback to cover the Agency's costs related to this matter.

6.14 **Deficiency Resolution**

Additionally, Contract Administration staff shall be assumed to be required for the construction project for a minimum full-time period of **one week** beyond the above mentioned full time period for construction and Contract close out. Vendors are to assume that these specific total full-time services are for a maximum of **8 hours per day**.

6.15 **Contract Administration and Construction Inspection – Staffing**

For budget purposes the Vendor shall base Contract Administration and Construction Inspection costs on the following assumptions:

- Duration of Construction – **Fourteen (14) Months in Total for Phase 1 and 2**
- Contract Administrator – **Part-time at four hours per day, five days per week**
- One Onsite Inspector – **Full-time at ten hours per day, five days per week**

7. **PROPOSAL SUBMISSION REQUIREMENTS**

The proposal must be limited to a **maximum of 20 double-sided printed pages (total of 40 pages of printed text)** on 8.5" X 11" paper with a minimum 10 point font. This maximum does not include illustrations, resumes (maximum three pages each), attachments or appendices.

References to the Consultant's web page and/or any external communication material will not be considered or evaluated.

The proposal will contain the following information in the order in which it appears below:

7.1 **Understanding of the Project**

The Vendor's understanding of the Project, based on the information provided herein. This should include an indication of the nature of the work involved, approach to meeting the overall objectives and any anticipated conflicts and problems related to the implementation of the project. The proposal must demonstrate that the Vendor is familiar with the particular requirements of the assignment, and is conversant with normal engineering and contractual practices in addressing them.

Identify pertinent technical as well as contractual issues that will affect the successful delivery of this project in a timely and cost effective manner. Describe measures to be implemented to ensure that the technical and contractual issues are mitigated.

Consultants shall provide sufficient detail in their Proposals to demonstrate their approach and methodology to completing the tasks, and deliverables as stated in the Terms of Reference of this document including but not limited to, the following:

- **Additional Investigations and Evaluation;**
- **Detailed Design Works;**
- **Contract Administration and Construction Inspection Services;**
- **Agency and Stakeholder Coordination Including the Agency, CPR, CNR, Utility Companies, Reality, Property Owners, Local Municipalities, and Environmental Agencies, etc.;**
- **Management of public relations/communications;**
- **Appropriate traffic staging strategies to maintain traffic flow and existing accesses to facilitate the project; and,**
- **Securing of all permits and approvals.**

7.2 **Vendor's Project Team and Experience**

The prime Consultant must be a firm of Professional Engineers, which will be responsible for the entire project including preliminary design, quality control, document production, and overall Project Management of the assignments as outlined in the Terms of Reference.

7.2.1 Provide a brief synopsis of your firm's background and areas of expertise.

7.2.2 Identify recently undertaken similar detailed design, contract administration and inspection services for road, retaining wall, and bridge structure projects completed by your firm as well as, the associated engineering fees and key personnel assigned to those projects.

7.2.3 Identify all sub-Consultants that will be utilized on the project, outline their relevant qualifications and experience, and indicate the scope of work allotted to each sub-Consultant.

7.2.4 Provide an organization chart identifying the Project Manager and Key Technical Personnel to be assigned to the project and show the reporting relationships among these individuals. Where project personnel are drawn from more than one office, indicate how you will ensure timely and accurate communication among team members.

7.2.5 Provide brief curricula vitae for the Principal(s), Project Manager, and Project Engineers/Planners who will be responsible for this assignment. For each key individual assigned to this project, indicate the allocation of time to the project within the scheduled period for completion (i.e., per cent dedication). Outline the involvement of each individual in the various phases of the project.

Note that once a Vendor has been appointed, changes in project personnel will require the prior approval of the Agency's Project Manager.

7.2.6 For this assignment, Consultants shall provide key staff members with relevant experience with recently completed retaining wall and bridge structure detailed design and contract administration projects of similar size and scope, and a dedicated Project Manager that shall have experience managing at least three previous projects of a similar scope and size, within the last five years.

7.2.7 Provide a minimum of three references (present or recent projects), preferably from the municipal sector or government agencies in Ontario, excluding the Agency demonstrating your successes working with clients for projects of similar scale to deliver essentially the same services described in the Document (each reference shall include the identity of the client organization, a contact name and title, address and telephone number as well as a brief description of the projects undertaken, including length of project from start to finish).

7.2.8 The Project Manager dedicated to project shall be proficient in managing projects that require technical, design, contract administration, and construction inspection and supervision services, as described in this Document.

7.3 **Project Experience**

Project description sheets for similar bridge structure detailed design, contract administration and inspection projects carried out by the Vendor. Project description sheets shall identify:

- Relevant experience with recently undertaken similar projects;
- Capital costs and engineering fees of identified projects;
- Key personnel assigned to the projects; and,

- References.

7.4 **Work Methodology Program and Schedule**

Proposals shall include a detailed project methodology schedule and detailed work plan including milestones and deliverables for the project as per following:

- 30 per cent completion;
- 60 per cent completion;
- 90 per cent completion and Draft Tender package; and,
- 100 per cent completion and Final Tender package.

7.4.1 The work plans should include sufficient detail to demonstrate how the objectives will be achieved. It is imperative that the Vendor adheres to the project schedule. The work plan and budget must demonstrate the availability of sufficient resources to meet this objective.

7.4.2 The Vendors shall submit a GANTT chart showing the anticipated start and completion dates for the various tasks incorporated in the Work Plan and the dates of all proposed meetings. The schedule should be broken down into weekly increments. Also, indicate requirements for client-supplied information and decisions that are required to maintain the proposed schedule.

7.4.3 The Project Schedule and Work Plan (11" x 17" sheets) will include the person-hours for professional and technical staff to complete each task including an estimate of any sub-consultant hours required to complete the project. The technical proposal should include a list of personnel and sub-consultants and the number of hours dedicated to each activity by those personnel.

7.4.4 **Vendors shall submit two separate Work Plan/Project Schedules to the Agency as part of this Request for Proposal.** Both the technical and pricing submission shall include an attached Work Plan and Project Schedule as follows:

1. **The Technical Proposal shall include a list of personnel and sub-consultants and the number of hours dedicated to each activity by those personnel and must NOT include hourly rates or dollar amounts in the Work Plan/Project Schedule.**
2. **The Pricing Submission must include a Work Plan and Project Schedule with tasks, person-hours, and hourly rates for professional and technical staff to complete each task including an estimate of any sub-consultant hours required, attached to the pricing sheet (Appendix 7.1) in a separate envelope.**

7.4.5 The successful vendor shall maintain the Project Schedule and submit updated copies to the Agency on a monthly basis. Updates shall include current activities and identification of actual completion and delivery dates for the key activities.

7.4.6 **Note:** The Vendor's monthly invoice must be cross-referenced with the activities identified in the GANTT chart.

7.5 **Quality and Cost Control Plan**

The Proposal shall include a detailed Cost Control Plan including a work breakdown system to monitor costs versus the allotted budget for each work package.

No payment will be made in excess of the upset limit cost unless it is for an additional task, not identified as part of the Project, which has been completed with prior approval from the Agency.

7.6 **Fees**

The Pricing Sheet provided must be completed, signed, and submitted in a separate sealed pricing envelope. The fees shall be a realistic appraisal of the works and services required to complete each phase of the project. The pricing for all reports should be comprehensive and include all parts, equipment, labour and expenses necessary to complete the monitoring sessions and prepare the reports. The breakdown should include all parts required to complete each component fully, including all expenses and disbursements. The proposed fee will be considered an upset limit in cost.

All pricing submitted is to include all costs necessary to perform the work. No additional payments will be made to the Consultant for any unforeseen or additional work. It is the responsibility of the Consultant to know the extent of the work required to successfully carry out the work.

Reimbursement of disbursements shall be subject to the following conditions:

- disbursements shall be paid at cost;
- automobile travel cost will be paid on the same basis and at a rate not exceeding the current meterage costs paid to employees of the Agency;
- charges pertaining to use of personal computers (laptops) are not permitted; and
- overtime premium costs are not reimbursable.

8. **PROVISIONAL AND CONTINGENCY ITEMS**

All items Provisional and Contingency Items for any extra work encountered during detailed design and construction shall be used only where specifically ordered and approved in writing by the Agency's Project Manager.

9. EXTRA WORK/CHANGE ORDER

Services required beyond the agreed scope of the assignment (new work or change orders) will be retained and paid for on the following basis:

- Establishment and documentation of the extent and scope of additional work by both parties.
- Preparation of an estimate of the additional fees of the work including establishing the additional time required to complete the new work.
- Written approval from the Agency prior to undertaking the new/additional work.

Form of Proposal (Page 1 of 3)

I, We, the undersigned, having examined the Document, do hereby submit an offer to enter into an agreement with the Agency, to provide **DETAILED DESIGN, CONTRACT ADMINISTRATION, AND SUPERVISION OF VARIOUS RETAINING WALLS WITHIN THE REGION OF PEEL, PROJECTS 15-4880, 15-4520, 16-4520**, in accordance with the Document.

1. DOCUMENT ADDENDA

The Vendor submits that they have thoroughly reviewed this document together with the following Addenda and hereby accepts and agrees to all provisions and conditions stated therein and has included fully for all requirements in the Pricing:

Addendum Number _____ Dated _____

Addenda can be viewed at peelregion.bidsandtenders.ca.

2. REFERENCES

Please give the names of three clients, other than the Agency, who have similar projects and for whom you are performing or have performed similar work.

Company	Phone	Contact Person	Estimated Contract Amount	Year	Project/Contract Number
1.			\$		
2.			\$		
3.			\$		

3. STATEMENT OF EXPERIENCE

The vendor also agrees that the following is a statement of the vendor's experience in carrying out comparable Work. The Agency may contact those named below to verify the vendor's statement and to assess the vendor's ability to carry out the Work.

Description of Contract	For Whom Work Performed	\$ Value	Year
1.			
2.			

Regional Municipality of Peel Document 2018-315P Form of Proposal
Purchasing Division DETAILED DESIGN, CONTRACT
ADMINISTRATION, AND SUPERVISION OF VARIOUS RETAINING WALLS WITHIN THE
REGION OF PEEL, PROJECTS 15-4880, 15-4520, 16-4520

3.			
4.			

4. **CONTACT INFORMATION**

In the space provided please list the contact names and numbers during:

Description	Regular Hours Service (7:00 a.m. - 5:00 p.m.)	After Hours Service (5:00 p.m. - 7:00 a.m.)	Saturdays, Sundays and Holidays
Name			
Phone number			
Cellular number			
Email Address			

5. **G.S.T./H.S.T. REGISTRATION NUMBER**

Please provide in the space below your G.S.T./H.S.T. Registration Number. Please note that all invoices provided to the Agency must show the G.S.T./H.S.T. Registration Number and show this tax on a separate line.

G.S.T./H.S.T. Registration Number _____

6. **PRICING**

The Pricing Sheet, Appendix 7.1, must be enclosed and sealed in a separate pricing envelope and included with your submission in order for your bid submission to be considered. Upon completion of the evaluation process, only those envelopes submitted by vendors whose services are deemed to meet the needs of the Agency will be opened and their pricing will be considered as the final phase of this call.

Regional Municipality of Peel **Document 2018-315P** **Form of Proposal**
Purchasing Division **DETAILED DESIGN, CONTRACT**
ADMINISTRATION, AND SUPERVISION OF VARIOUS RETAINING WALLS WITHIN THE
REGION OF PEEL, PROJECTS 15-4880, 15-4520, 16-4520

This Vendor Submission is made entirely in accordance with Document 2018-315P. By your signature hereunder, it is deemed that you have read and agreed to all terms and conditions in the same manner as had such terms and conditions appeared above your signature, and that you have the authority to bind the vendor.

VENDOR NAME AND ADDRESS: (please provide legally registered name)

TELEPHONE NUMBER: _____ **FAX NUMBER:** _____

YOUR E-MAIL ADDRESS: _____

COMPANY'S E-MAIL ADDRESS: _____

PER: _____ **TITLE:** _____
(please print)

SIGNATURE: _____ **DATE:** _____

WITNESS NAME: _____ **TITLE:** _____
(please print)

SIGNATURE: _____ **DATE:** _____

PRICING SHEET

The Pricing Sheet must be completed, signed, and enclosed in a separate envelope. The Vendor shall include a list of personnel, hourly rates and number of hours dedicated to each activity of the Design and Contract Administration components of the Project. The proposed fee will be considered an upset limit on cost. Payment will be made on actual number of hours worked.

The Vendor shall take account in the bid price for all the items listed in the Terms of Reference.

Please note that payments under Allowances, Contingencies and Provisional sums will be on actual amount spent.

PART 1 - DESIGN SERVICES TO BE PROVIDED BY THE VENDOR
(Terms of Reference, Section 5)

Item	Description	Unit	Amount
1.1	<u>30 Per Cent Design Submission (5.9)</u>		
1.1.1	Review of Available Information and Preliminary Design	l.s.	\$ _____
1.1.2	Additional General Site Investigation And Review for Retaining Walls (Excluding CPR and CNR Structures)	l.s	\$ _____
1.1.3	Additional Condition Investigation And Life Cycle Cost Analysis For CPR Bridge Substructure	l.s	\$ _____
1.1.4	Additional Condition Investigation And Life Cycle Cost Analysis For CNR Bridge Substructure	l.s	\$ _____
1.1.5	Environmental, Agency and Stakeholder Consultation	l.s	\$ _____
1.1.6	Topographic Survey	l.s	\$ _____
1.2	<u>60 Per Cent Design Submission (5.9)</u>		
1.2.1	Environmental, Agency and Stakeholder Consultation and Approvals	l.s.	\$ _____
1.2.2	Utility Investigation, Daylighting And SUE Allowance	l.s.	\$ 80,000

Regional Municipality of Peel Document 2018-315P
Purchasing Division DETAILED DESIGN, CONTRACT
ADMINISTRATION, AND SUPERVISION OF VARIOUS RETAINING WALLS WITHIN THE
REGION OF PEEL, PROJECTS 15-4880, 15-4520, 16-4520

Appendix 7.1
Pricing Sheet

1.2.3	Geotechnical, Foundation and Any Required Hydrogeological Investigation	I.s.	\$ _____
1.2.4	Coordination with Realty And Property Impact Plan	I.s.	\$ _____
1.2.5	Structural, Rehabilitation, and Adjacent Road Components Design	I.s.	\$ _____
1.2.6	SWM and Drainage Design	I.s.	\$ _____
1.2.7	Street Lighting and Electrical Design Allowance	I.s.	\$ 10,000
1.2.8	Landscaping, Restoration and Streetscaping Design	I.s.	\$ _____
1.2.9	Traffic Operations and Construction Staging	I.s.	\$ _____

Item	Description	Unit	Amount
1.3	<u>90 Per Cent Design Submission (5.9)</u>		
	1.3.1 Final Detailed Design	I.s.	\$ _____
	1.3.2 Documentation	I.s.	\$ _____
	1.3.3 Environmental, Agency and Stakeholder Approvals	I.s.	\$ _____
1.4	<u>100 Per Cent Design Submission (5.10)</u>		
	1.4.1 Final Contract Tender Package And Services	I.s.	\$ _____
	1.4.2 Disbursements	I.s.	\$ _____
	1.4.3 Contingencies (as approved by the Agency)	I.s.	\$ 150,000
	SUB-TOTAL FOR PART 1 (Transfer to Summary of Fees)		\$ _____

PART 2 - CONTRACT ADMINISTRATION AND CONSTRUCTION INSPECTION AND SUPERVISION SERVICES TO BE PROVIDED BY THE VENDOR (PROVISIONAL) (Terms of Reference, Section 6)

It is the intent of the Agency to assign the Contract Administration (including Environmental, Road, Structural, and Electrical inspection services) services for the project to the successful Vendor. **However, the award of these services (Part 2) is at the sole and absolute discretion of the Agency.**

In the event that these Contract Administration and Inspection Services are required by the Agency in full or portion, the successful Vendor shall be compensated based on actual number of hours worked and at the hourly rates and prices submitted herein.

Vendors shall submit, for budget purposes, the cost of construction inspection services to complete the works assuming a **fourteen (14) month construction period (both Phase 1 and Phase 2)**, Contract Administration, part-time at **4 hours/day, five days a week**; and full-time onsite Construction Inspection and Supervision services at **10 hours/day, five days a week**.

The Vendor shall include a list of personnel, hourly rates and number of hours dedicated to the contract administration and construction inspection phase of the project.

Please note that the Agency reserves the right to perform the Contract Administration and any or all parts of the construction inspection and supervision services utilizing Agency personnel.

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Amount</u>
2.1	Contract Administration	1120 hours @ _____/hr		\$ _____
2.2	Construction Inspection	2800 hours @ _____/hr		\$ _____
2.3	Material Testing Coordination Allowance		l.s.	\$ 50,000
2.4	As-Recorded Drawings Allowance		l.s.	\$ 10,000
2.5	Contingencies (as approved by Agency)		l.s.	\$ 100,000

**SUB-TOTAL FOR PART 2 \$ _____
(Transfer to Summary of Fees)**

PART 3: ADDITIONAL LUMP SUM PROVISIONAL ITEMS

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Amount</u>
3.1	Additional Cost for an Additional Tender Package and Process	I.s.	\$_____
3.2	Condition Investigation, Study, and Recommendations for CNR and CPR <u>Upper Retaining Walls - Allowance</u>	I.s.	\$____ 30,000
3.3	Additional Cost for Design to Replace CPR's <u>Lower Retaining Walls and Elevated Sidewalks</u> in lieu of Rehabilitation	I.s.	\$_____
3.4	Additional Cost for Design to Replace CNR's <u>Lower Retaining Walls and Elevated Sidewalks</u> in lieu of Rehabilitation	I.s.	\$_____

SUB-TOTAL FOR PART 3 \$_____
(Transfer to Summary of Fees)

PART 4: ADDITIONAL UNIT PRICE PROVISIONAL ITEMS

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Amount</u>
4.1	Additional Half Day Meetings	per meeting	\$ _____
4.2	Legal Survey (Design)	per parcel of land	\$ _____
4.3	Boreholes and Hydro Excavations Pertaining to SUE Investigation Works (Price per excavation inclusive of all labour and materials required to perform the work)		

<u>Description</u>	<u>Unit</u>	<u>Amount</u>
a) Test Hole Installation, 0-1m	per hole	\$ _____
b) Test Hole Installation, 1-3m	per hole	\$ _____
c) Test Hole Installation, 3-6m	per hole	\$ _____

SUMMARY OF FEES

SUB-TOTAL FOR PART 1 – DESIGN SERVICES \$ _____

SUB-TOTAL FOR PART 2 – CONTRACT ADMINISTRATION AND CONSTRUCTION INSPECTION AND SUPERVISION SERVICES \$ _____

SUB-TOTAL FOR PART 3 – ADDITIONAL LUMP SUM PROVISIONAL ITEMS \$ _____

GRAND TOTAL (Part 1 + Part 2 + Part 3) \$ _____

(Exclusive of applicable taxes)

Regional Municipality of Peel Document 2018-315P
Purchasing Division DETAILED DESIGN, CONTRACT
ADMINISTRATION, AND SUPERVISION OF VARIOUS RETAINING WALLS WITHIN THE
REGION OF PEEL, PROJECTS 15-4880, 15-4520, 16-4520

VENDOR NAME AND ADDRESS: (please provide legally registered name)

PER: _____ **TITLE:** _____
(Please Print)

SIGNATURE: _____ **DATE:** _____

1. BACKGROUND INFORMATION

The Region utilizes an Automated Bid Document Creator (BDC) system. BDC was developed in response to a requirement to standardize bid documentation and contractual requirements and to more expediently prepare and issue bid documents, for quotations, tenders, and proposals.

Since the Region has spent considerable time and resources to develop standard bid documentation, it is important that **all** Regional departments and consultants responsible for preparing bid documents follow the established format and content.

Notwithstanding the above, any documentation provided will still need to be reviewed for possible amendment to ensure it is suitable for the purpose intended. However, the subsequent review process by staff, prior to issuance of the documents to prospective vendors should be able to focus on proposed amendments without having to spend time reviewing or comparing variations in format or text.

2. QUESTIONS AND INTERPRETATIONS

Should you have any questions, please refer to the contact person or purchasing staff member associated with this bid solicitation.

3. PROHIBITIONS, RESTRICTIONS AND COMPLIANCE

Bid documents must be prepared in accordance with the provisions of the Automated Bid Document Creator (BDC) and these guidelines. The Region will not bear any additional costs or delays as a result of non-compliance.

The use, application, and dissemination of information on the Automated Bid Document Creator (BDC) is limited to work performed by the Region of Peel. The information on the BDC is not to be provided to other parties other than as may be required through the terms of an approved consultant's agreement/assignment.

4. CONSULTANT RESPONSIBILITIES

The Consultant shall prepare and submit draft copies of the bid documentation to the Region in accordance with these guidelines. A contact person will be appointed to deal with the bid solicitation if not already indicated. The consultant is expected to review with the Region's contact person the draft documents. For the purposes of this guideline and unless otherwise specified in these guidelines, the Bid Document is defined as the document produced through the BDC generation process and any inserted text or sections.

5. DOCUMENT FORMATS

Any suggested changes to the standard cover sheet, index, advertisement, instructions to vendors, form of tender, terms and conditions, insurance,

performance bond, health and safety certificate, and any other standard documentation must be clearly identified. Changes should be made using WORD track changes feature, highlighting changes in red and deletions in blue. Changes to documentation in PDF format should be identified separately or otherwise noted in other appropriate sections of the bid document.

Should a consultant fail to follow these guidelines and is required to redo any section due to, but not limited, to the use of gender language, imperial only measurements, and specifications are on drawings, the consultant will not charge for making the necessary changes to comply with our document standards.

The consultant will be held responsible and liable for any subsequent repercussions should any suggested changes not be properly and clearly identified to Regional staff.

Final versions of bid documents are to be forwarded to the Region's contact person via e-mail, disc or diskette. Electronic modifications to the bid documents by the consultant will not be permitted once the documents have been submitted to Regional Purchasing. If it is found that further changes or modifications are necessary they are to be submitted initially in red on hardcopy. The Region will determine how the changes are to be made.

In the case of drawings, the format will be in accordance with the requirements specified in the consultant's bid solicitation or in accordance with 5.5 below.

In the case of other attachments or appendices, every effort should be made to provide content that is compatible with the aforementioned without incurring additional cost.

5.1 General Format for all document Sections (exception –National Master Specifications form which is dealt with below)

The Bid Document shall be developed in Microsoft WORD format, latest version on standard 8 ½ x 11inch paper, Arial 11 pitch font size, printing is double sided. There must not be any gender specific (i.e. she or he) language in the document. Specifications must not appear on any of the document drawings, all specifications are to appear in the Specification section of the document. Measurements must be in Metric and if required due to industry standards the Imperial equivalent may appear in brackets (example: 2 metres or 2 metres (6.5 feet)).

Formatting instructions:

Font = Arial Font Size = 11
Margins = L (1.25 inches); R (1.25 inches); T (1.0 inches); B (1.0 inches)
Justified
Paragraph & Sub-paragraph Numbering shall be as follows:

1. **MAIN HEADING**
1.1 **Sub-Heading**

- 1.1.1 Text (numbering text is suggested for a long progression of paragraphs, if there is only three or less paragraphs the number is not required)
- 1.1.2 Text

5.2 Goods and Services other than Construction utilizing the Agency's Standard Terms and Conditions.

The Format is to follow the format as outlined in 5.1.

5.3 Construction Contracts using Canadian Construction Documentation Committee Documents.

When using the CCDC2 Stipulated Price/Sum with the Agency's Supplementary Terms and Conditions to the CCDC2.

Under the Agency's Supplementary Terms and Conditions to the CCDC2 documents please note there are several clauses with *drafting notes* to ensure applicability as well as if information is required to be added in the particular section.

In the case of construction contracts, construction specifications shall conform to the Uniform Divisions of the Construction Specifications Institute Master format – Master list of Sections, Titles and Numbers.

Headers for the Specifications should read as per the sample below:

Special Provisions may change or enhance clauses in the CCDC2 and Supplementary Terms and Conditions to CCDC2 but prior to inserting into the document the Consultant shall get approval from the Project Manager and Director, Purchasing (or their respective designates).

5.4 Construction Contracts using Ontario Provincial Standard Documentation and the Region's Volume 2 Contract documents

These contracts use the Ontario Provincial Standards document as amended in the Region's Volume 2 Contract Documents for Road, Watermain and Sanitary Sewer Projects.

Special Provisions may change or enhance clauses in Volume 2 but prior to inserting into the document the Consultant shall get approval from the Project Manager and Director, Purchasing (or their respective designates).

5.5 **Drawings-Region of Peel Facility Projects**

Note: The drawing standards below do not apply to Public Works Infrastructure projects – for Public Works projects see peelregion.ca/pw/standards.

5.5.1 **Drawing Standards**

- Region of Peel drawing standards will be provided to the successful Vendor electronically via CD for copy purposes.
- The CD will include the following Region of Peel (ROP) drawings standards:
 - Metric drawing templates containing:
 - Text standards & font styles
 - Layer states
 - Layers
 - Line types
 - Metric title blocks
 - 279 x 431, 609 x 914, 914 x 1219
 - Plot style files (.CTB files)
 - Master layering list in Excel format ("ROP Working Drawing Layer Standards.xls").
- The Vendor is not to stray from the Region of Peel's drawing standards

5.5.2 **Drawing Submission Requirements**

- Drawings submitted for **project records** are to be provided in PDF or TIF formats to protect professional stamps.
- All submitted electronic drawings must follow the master layering list provided ("ROP Working Drawing Layer Standards.xls") in order to be accepted into the ROP environment.
 - Drawings that do not follow the Region of Peel's drawing standards will be returned to the Vendor for correction and resubmission.
- Where "As Record" drawings are to be submitted by the Vendor these are to be:
 - In AutoCAD2006 "DWG" or later version format
 - On CD ROM
 - Submitted to the project manager within five (5) weeks following substantial completion of the project
 - Including all X-ref drawings

- Indicating a revision line and date
- Without protection
- With professional stamps removed for the use of the Region of Peel

6. **SUBMISSION REVIEWS**

If as part of the consultant assignment the consultant is to review and analyze the tender submissions from Vendors the consultant must first ensure that the documents are **compliant** in accordance with submission requirements and are in no way qualified. The consultant is required to complete the compliance review in accordance with the Agency's Document Compliance Review form (This is provided to the vendor upon award). If a consultant is unsure, the consultant should notify the project manager and/or purchasing. The compliance review and acceptance or rejection of a vendor submission is with Regional staff. Should a submission be questionable as to its compliance, the Consultant must discuss with the Regional Staff member and the Regional staff member must discuss with their Purchasing representative any vendor submission that is being accepted or rejected due to non-compliance. If need be the Purchasing representative will discuss with the Director, Purchasing and/or legal services.

Items to be reviewed, but not limited to the following:

Addenda – All addenda must be acknowledged as indicated within the form of tender. If one is missing and it is of a non-material nature, it may be waived, for example, if the addendum was for a new closing date and the vendor submitted on the new closing date.

Agreement to Bond – The Agreement to Bond is completed and sealed by a bonding company. If not, it is then non-compliant.

Qualifications to Terms and Conditions – If a vendor has removed or changed any term or condition as set out within the document, this is deemed a qualification and is non-compliant.

Sub-contractors – This is not a mandatory field. Should the document require this clause to be a mandatory requirement then the language within the clause needs to reflect the mandatory nature.

List of Proposed Major Sub-contractors – This clause is generally used for contract where the sub-contract is a substantial portion of the total cost of the contract. For example the mechanical sub-contractor may be over \$500,000. In this case this clause should be mandatory in nature and if the vendor fails to submit this would deem them non-compliant.

Mandatory Requirements – If the document has mandatory requirements and the vendor fails to meet them, they are deemed non-compliant and not

considered for award. Such mandatory requirements might be samples to be supplied, attendance at site visits, etc.

Pricing on Our Forms – If not on the original document forms this may be cause for non-compliance. If this situation arises the acceptance or rejection shall be in accordance with the Agency Rights and the Director, Purchasing.

References – If this is not completed and we need to determine experience this may be cause to disqualify. This would be determined by the language in the documents as mandatory. If it is mandatory ensure the document reflects this.

Right to Waive clause – This clause is not intended to be used for specific requirements within the document submission but for items that are non-material it essence and does not detract from the submission nor the ability to complete the works as described within the document.

Please refer to the Document Compliance Review for additional items to be reviewed.

**STANDARD TERMS AND CONDITIONS FOR GOODS AND SERVICES
THE REGIONAL MUNICIPALITY OF PEEL**

These Standard Terms and Conditions govern this purchase and vendors agree to be bound by the terms and conditions set forth, except as may be amended by the Agency in writing.

1. Definitions

- (a) "Agency" means The Regional Municipality of Peel, Peel Housing Corporation o/a Peel Living and any other government or agency or board on behalf of which The Regional Municipality of Peel is acting and for the purposes of the performance of the Contract shall mean the municipality or entity awarding the Contract. For purposes of the Contract, "Agency" shall include "Owner".
- (b) "Contract" means the agreement in writing governing the performance of the Work and includes, without limitation, the Document (including the Standard Terms and Conditions), Vendor Submission and the written document accepting the Vendor Submission (including any notice of acceptance or award).
- (c) "Document" means the document describing the goods and/or services to be purchased and the terms upon which the goods and/or services are to be purchased and includes, without limitation, those documents referenced on the index of the Document and such addenda as may be issued by the Agency from time to time.
- (d) "Vendor Submission" means the document as completed by the vendor for the purpose of offering to sell to the Agency the services and/or goods specified in the Document, and includes but is not limited to quotations, tenders and proposals.
- (e) "Work" means the work to be undertaken by the vendor pursuant to the provisions of the Contract.

2. Vendor Submission

- (a) The Vendor Submission must be made on the forms supplied by the Agency for that purpose and must be clearly legible with all blanks filled in, using ink or type.
- (b) The Vendor Submission must be signed by a person or persons authorized to sign on behalf of the vendor and the same person or persons shall initial any erasures, overwriting or strikeouts within the Vendor Submission.
- (c) All pricing in the Vendor Submission must be expressed in figures, and must be in Canadian Dollars.
- (d) Prices in the Vendor Submission must include all costs necessary to complete the Work in accordance with the Document including customs and duties.
- (e) The vendor represents, warrants and confirms that no oral or written alterations or variations in the Document and/or Contract have been made by the vendor and none shall be valid or binding upon the Agency unless authorized by the Agency in writing.
- (f) Vendor Submissions which are qualified or subject to any conditions, limitations or restrictions shall be rejected by the Agency.

- (g) The vendor acknowledges that it is solely responsible for obtaining and reviewing all the Contract documents and all addenda issued by the Agency pertaining to the Document.
3. **Agency Rights**
The Agency reserves the right, in its sole and absolute discretion to:
- (a) deem a Vendor Submission to be unbalanced and may reject any and all Vendor Submissions, which it so deems, and for this purpose, "unbalanced" shall include, without limitation, a Vendor Submission which does not reflect a realistic breakdown of the costs of each or any portion of the Work;
 - (b) adjust the totals in a Vendor Submission where there are errors in extensions, additions or computations. In such cases, the unit prices shown shall govern;
 - (c) reject any or all Vendor Submissions, accept a Vendor Submission which is not the lowest price, reject a Vendor Submission even if it is the only one received by the Agency; and cancel this request for Vendor Submissions at any time either before or after the receipt of Vendor Submissions, following which the Agency may proceed as it determines in its sole discretion, including without limitation, negotiating with any one or more of the vendors or any other person or entity for the performance of the Work under such terms and conditions as the Agency may decide in its sole discretion, or issuing a new request for Vendor Submissions on the same or modified terms, all without liability to itself;
 - (d) award the Contract in its entirety or in part, to one or more vendors, if in doing so the best interests of the Agency will be served;
 - (e) inspect and have a demonstration of the goods and/or services offered prior to award of a Contract and request evidence of experience, ability or financial standing;
 - (f) waive formalities, technical defects, irregularities and omissions in a Vendor Submission and may accept a Vendor Submission, which does not comply with the formal requirements of the Document, if in doing so the best interests of the Agency will be served;
 - (g) remove from the Agency's list of vendors, the name of any vendor for failure to accept a contract or for unsatisfactory performance or non-performance of a contract; and
 - (h) fully evaluate the Vendor Submission, which evaluation may include, without limitation, a review of references provided by the Vendor and of those that may be obtained by the Agency independently, past performance history of contracts between the Vendor and the Agency and/or between the Vendor and third parties, past completion history (including completion of full contract term, late or extended completion of contract and late delivery of goods or services), litigation and claims history of the Vendor (including previous, existing or potential litigation with the Agency or others and construction liens filed by the Vendor or subcontractors), delivery of incorrect services, customer service and responsiveness, or history of bidding unrealistic pricing, any of which may result in higher ultimate costs or other difficulties for the Agency, and to reject a Vendor Submission if the same is, in the Agency's sole opinion, unsatisfactory, or would not provide the best value to the Agency;

-
- (i) seek further information and/or clarification, including without limitation a detailed price breakdown, from any vendor after the closing time, for the purposes of assisting the Agency in interpreting and evaluating any Vendor Submission and in interpreting any inconsistencies which may appear in any Vendor Submission, and the Agency shall have the right to consider and rely on such further information and clarifications in evaluating the Vendor Submissions and awarding the Contract.
4. **Collusion and Conflict of Interest**
- (a) Should the vendor give or offer any gratuity to or attempt to bribe any member of the Agency, or to commit collusion or fraud, the Agency shall be at liberty to reject the Vendor Submission or, if a Contract has been awarded, terminate the Contract forthwith, without liability to itself, and to rely upon the sureties as provided for.
 - (b) The vendor represents and declares that:
 - i) no member, officer or employee of the Agency or Council has or will have an interest, directly or indirectly, in the performance of the Contract, or in the supplies, work or business in connection with the said Contract, or in any portion of the profits thereof, or in any monies to be derived therefrom;
 - ii) the Vendor Submission is not made in collusion with any other vendor making a Vendor Submission for the same goods and services and is, in all respects, fair and without fraud.
5. **Taxes**
The Agency is subject to the payment of provincial sales and federal taxes imposed by the Provincial and Federal Governments and, if required, the collection of any withholding tax for non-resident vendors.
6. **Compliance with Laws**
The vendor shall comply with all applicable laws and by-laws including without limitation, the *Workplace Safety Insurance Act*, the *Occupational Health and Safety Act*, and the *Human Rights Code*, as amended from time to time. Any breach or breaches of any applicable laws or by-laws, whether by the vendor or any of its subcontractors, may result in the immediate termination of the Contract and the forfeiture of all sums owing to the vendor by the Agency.
7. **Inconsistency, Conflicts and Omissions**
- (a) In the event of any inconsistency or conflict in the Document, the vendor shall notify the agency prior to the closing time.
 - (b) The vendor shall not take advantage of any apparent error or omission in the Document. Any work not specified which is necessary for the proper performance and completion of any part of the Work contemplated, which may be implied as included in the Work, shall be done by the vendor as if it had been specified and shall not be construed as a variation in the Work to be done, and shall not be subject to any claim by the vendor for additional compensation.

8. Acceptance/Rejection of Goods and Services

The Agency shall be entitled, in its sole and absolute discretion, to accept or reject goods or services which are substandard, defective, of inferior quality, or are otherwise not in accordance with the Contract, as the best interests of the Agency may require.

9. Force Majeure

In the event that performance of the Contract in the reasonable opinion of either party is made impossible by an occurrence beyond the control of the party affected, then either party shall notify the other in writing. The Agency shall either terminate the Contract forthwith and without any further payments being made, or authorize the vendor to continue the performance of the Contract with such adjustments as may be required by the occurrence in question and agreed upon by both parties. In the event that the parties cannot agree upon the aforementioned adjustments, it is agreed by the parties that the Contract shall be terminated. Delays in or failure of performance by either party under the Contract shall not constitute default hereunder or give rise to any claim for damages if caused by occurrences beyond the control of the party affected, including but not limited to, decrees of Governments, acts of God, fires, floods, riots, war, rebellion, sabotage, and atomic or nuclear incidents. Lack of finances, strikes, lockouts or other concerted acts by workers shall not be deemed to be a cause beyond a party's control.

10. Assignment

The vendor shall keep the Contract under its control and shall not assign, transfer, convey or sublet any portion of the Contract without first obtaining the written consent of the Agency.

11. Covenants and Indemnities

(a) The vendor agrees:

- (i) to perform the Contract in accordance with the documents under which the award is made;
- (ii) to indemnify and hold harmless the Agency, its officers, directors, agents, employees, Councillors, Chair and Board Members from and against all claims, costs, expenses, demands, losses, damages, actions, suits or proceedings, including all legal fees and disbursements, that arise out of, or are attributable to the acts or omissions of the vendor, its subcontractors, suppliers, agents, employees, officers, directors, and all other persons and other entities for whose acts the vendor may be liable or for whom it is responsible in law and their respective officers, directors, agents and employees.
- (iii) to indemnify and to save the Agency, its officers, directors, agents, employees, Councillors, Chair and Board members harmless from liability of any kind for the use of any composition, secret process, invention, copyright, patent, intellectual property, article or appliance, furnished or used in the performance of the contract of which the vendor is not the owner, patentee, assignee, or licensee;

-
- (iv) to guarantee against defective goods and/or services and to replace any damaged or defective goods and/or services to the satisfaction of the Agency;
 - (v) to furnish adequate protection from damage for all work and to repair damage of any kind, for which it and its employees are responsible; and
 - (vi) to pay for all permits, licenses, approvals, and inspections, and to give all notices and comply with all by-laws and regulations of the Agency.
- (b) For greater certainty, and without limiting the intent of any other terms of the Contract, the obligations of the vendor in this paragraph 11 shall survive the expiry or other termination of the Contract.
12. **Guarantees and Warranties**
All Work shall be done in a good and workmanship like manner. All materials, goods and services must meet the specifications. The vendor warrants and guarantees that all materials, goods; services and workmanship will be free from defects and fit for the purpose intended by the Agency. All goods delivered by the vendor must be new, in good working order and of the latest model possessing all the accessories standard to the manufacturer's stock model. The goods and/or services must be covered by written guarantees and warranties acceptable to the Agency. The warranties set out herein and any other warranties provided to the Agency by the vendor as part of the Contract are and shall be in addition to all other warranties to which the Agency may be entitled in law and in equity.
13. **Damage Claims**
The vendor shall be liable for the costs of all damages caused by it, its subcontractors, suppliers, agents, employees, workers, persons employed by it, officers, directors and all other persons and other entities for whose acts the vendor may be liable or for whom it is responsible in law, arising from the execution of the Work, by reasons including, without limitation, the existence, location, condition of work, or any materials, plant or machinery used thereon or therein, or which may happen by reason of its failure or the failure for those for whom it is responsible, to do or perform any or all of the several acts or things required to be done by them under the Contract, and shall indemnify and save the Agency, its officers, directors, agents, employees, Councillors, Chair and Board members harmless from any claims arising thereby, including but not limited to costs of rectification incurred by the Agency and any legal costs in connection therewith on a solicitor and client basis.
14. **Insurance**
The vendor shall maintain insurance as required by all applicable laws and regulations and shall maintain such further insurance as may be required by the Agency pursuant to the terms of the Contract. The vendor shall furnish satisfactory proof of insurance when required by the Agency.

15. Liquidated Damages

If the vendor fails, neglects or refuses at any time to supply all goods or services to the Agency as specified within the Contract, or fails, neglects or refuses to replace goods or services rejected by the Agency, then the Agency shall be and is hereby empowered forthwith to procure such material elsewhere and to charge all costs for goods or services thereby incurred by it to the vendor as liquidated damages and to deduct the same from the monies due, or to become due to the vendor on any other contract, or to collect such costs from the vendor by any other method permitted by law.

16. Right to Retain Monies

The Agency shall have the right to retain, out of monies payable to the vendor under the Contract the total amount outstanding from time to time of all claims arising out of the default of the vendor in any of its obligations to the Agency, whether pursuant to this or any other contract between the vendor and the Agency which has not been settled by the vendor or its insurers. For the purposes of this paragraph, a claim by the vendor has been settled if payment has been made to and accepted by the claimant and a complete release obtained from it, or the claim has been fully investigated and a complete denial of liability has been made to and accepted by the claimant.

17. Termination

- (a) This Contract may be terminated without notice by the Agency should the vendor fail to comply with one or more of the Contract terms. In addition to cancelling the Contract, the Agency shall be entitled to pursue any remedies to which it is entitled in law or equity for damages suffered as a result of the vendor's breach.
- (b) Where there is a question of non-performance, payment in whole or in part may be withheld at the discretion of the Agency.

18. Notice

- (a) Any notice, direction, request or document required or permitted to be given by either party to the other shall be deemed to have been sufficiently and effectually given if delivered or mailed by prepaid registered post, or equivalent, or sent by facsimile transmission to the address and number shown in the Vendor Submission or to such other address or number of which either party hereto may from time to time notify the other in the manner set out in this paragraph.
- (b) If any such notice, direction, request, document or payment is so given, it shall be conclusively deemed to have been given and received on the date of delivery if delivered, on the next business day if transmitted by telefax, and on the fifth calendar day following the mailing thereof, if sent by mail as aforesaid.

19. **Confidential Information/Ownership and Disclosure of Vendor Submissions**
- (a) The vendor agrees to protect and maintain the confidentiality of all personal or other information, including all personal health information, that the vendor accesses or of which the vendor acquires knowledge of as a result of the services in this Contract, and agrees to use, collect, disclose, retain, protect and dispose of the personal (health) information only in accordance with all privacy legislation applicable to the Agency where it is acting on behalf of the Agency. Disclosure of any information shall be done only with the Agency's prior written consent. The provisions of the indemnity clause in this Contract apply to any breach of privacy or confidentiality in this clause. The vendor shall ensure that its directors, officers, employees, agents, subcontractors and anyone else for whom it is responsible in law all adhere to the requirements of this section regarding privacy and confidentiality.
 - (b) The Agency, and the Agency's responsibilities under this Contract, are subject to all applicable privacy legislation including the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c.M.56, as amended ("MFIPPA") and/or the Personal Health Information Protection Act, 2004 ("PHIPA") with respect to the collection, use, disclosure, retention and protection of confidential, sensitive or personal (health) information under the Agency's custody and control. Under an MFIPPA request, all documents provided to the Agency by the vendor pursuant to the procurement process which led to this Contract, and the Contract itself and associated documents, may be required by law to be made available to a requesting member of the public, with the possible exception that the party submitting certain information requests that it be treated as confidential and that there is an appropriate exemption to disclosure in MFIPPA, or a non-disclosure requirement in either MFIPPA or PHIPA.
 - (c) The Vendor Submissions, along with all correspondence, documentation and information provided to the Agency by any vendor in connection with or arising out of the Vendor Submission, once received by the Agency, shall become the property of the Agency and may be appended to any agreement and/or purchase order with the successful vendor. Vendors must identify in their Vendor Submissions any scientific, technical, proprietary, commercial or other confidential information, the disclosure of which could cause them injury.
 - (d) In purchases where a public opening of Vendor Submissions will be taking place, the name of each vendor and the lump sum price contained in their Vendor Submission shall be read out by the Agency at the public opening.
 - (e) Where award is to be made by Regional Council, the Peel Police Services Board or the Board of Directors of Peel Housing Corporation, information regarding all Vendor Submissions, including names of each vendor, lump sum prices and the annual or overall value of the Contract and/or Vendor Submissions shall be included in public reports to Regional Council or the relevant Boards such that the information is released publicly. The vendor acknowledges that the Agency cannot guarantee it can honour requests to keep vendor information confidential in light of

applicable law requirements, and also in light of the need for transparency and public disclosure where release of vendor information in public Council reports related to a specific project or procurement process is necessary.

20. Remedies

- (a) The rights and remedies of the Agency as set forth in any provision of the Contract shall not be exclusive and are in addition to any other rights or remedies provided by law or in equity.
- (b) The exercise of any remedy provided by the Contract does not relieve the vendor or its sureties from any liability under the Contract.
- (c) The Agency may take such steps as it considers necessary to remedy any breach of the Contract and any damages or expenditures thereby incurred by the Agency plus a reasonable allowance for overhead may be collected in any manner provided for in the Contract or otherwise available in law.
- (d) The failure of either the Agency or the vendor to insist upon strict performance of any provisions of the Contract shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of such provisions on any future occasion.

21. Severability

In the event that any provision of the Contract is held invalid, illegal or unenforceable, the remaining provisions of the Contract will not be affected and shall continue in full force and effect.

22. Governing Law

This Document, the Vendor Submission and the Contract shall be governed and construed in accordance with the laws of the Province of Ontario. In conducting its procurements, the Agency is subject to and intends to comply with all applicable trade agreements, including but not limited to the Agreement on Internal Trade and the Ontario-Quebec Trade and Cooperation Agreement.

23. Time is of the Essence

Time shall be in all respects of the essence of this Contract.



Certificate of Insurance

Region's Contract No.:

2018-315P

This is to certify that the following policies of insurance, subject to their terms, conditions, and exclusions, have been issued and are at present in force for the insured named below, with the specified insurer.

Name and Address of Insured				
Description of Operations				
Location of Operations (attach separate sheet if necessary)				
Type of Insurance	Policy Number	Effective Date Y M D	Expiry Date Y M D	Limits of Liability Bodily Injury and Property Damage-Incl.
Commercial General Liability				\$ /Occurrence
				\$ Annual Aggregate
Deductible \$				
Name and Address of Insurance Company				

The Commercial General Liability Policy includes bodily injury including death and personal injury liability, occurrence property damage, contractual liability, non-owned automobile liability, owner's and contractor's protective coverage, products-completed operations, employer's liability, contingent employer's liability, cross liability and severability of interests clauses.

Construction contracts only: The Policy contains no exclusions or limitations with respect to the blasting, shoring underpinning, raising or demolition of any building or structure or subsidence of any property, or land from any cause.				
Type of Insurance	Policy Number	Effective Date Y M D	Expiry Date Y M D	Limits of Liability
Automobile				\$ /Claim or loss
				Deductible \$
Name and Address of Insurance Company				
Professional Liability				\$ /Claim
				\$ Annual Aggregate
				Deductible \$
Name and Address of Insurance Company				
Other (specify)				\$ /Occurrence
				\$ Annual Aggregate
				Deductible \$
Name and Address of Insurance Company				

Any Umbrella and/or excess insurance is in excess of both the Commercial General Liability and Automobile Liability policies.

The Regional Municipality of Peel and/or Peel Housing Corporation O/A Peel Living and _____

have been added as additional insureds, but only with respect to their interest in the operations of the named insured, (excluding Automobile or Professional Liability policies). Any deductible or self insured retention is the sole responsibility of the named insured.

If any Policy is cancelled or materially changed so as to reduce coverage during the period of coverage as stated above, or so as to affect this certificate, thirty (30) days prior written notice, by registered mail, will be given by the Insurer to:

The Regional Municipality of Peel, 10 Peel Centre Dr., Brampton, ON L6T 4B9

ATTENTION: LOSS MANAGEMENT

This certificate is executed and issued to The Regional Municipality of Peel on the date stated below.

Name and Address and Stamp of Insurance Broker				
Signature of Authorized Representative of Broker or Insurance Company			Executed and Issued	Yr. Mo. Day

Note: Proof of liability insurance will be accepted on this form only (with no amendments).

PUBLIC WORKS

DESIGN, SPECIFICATIONS & PROCEDURES

MANUAL

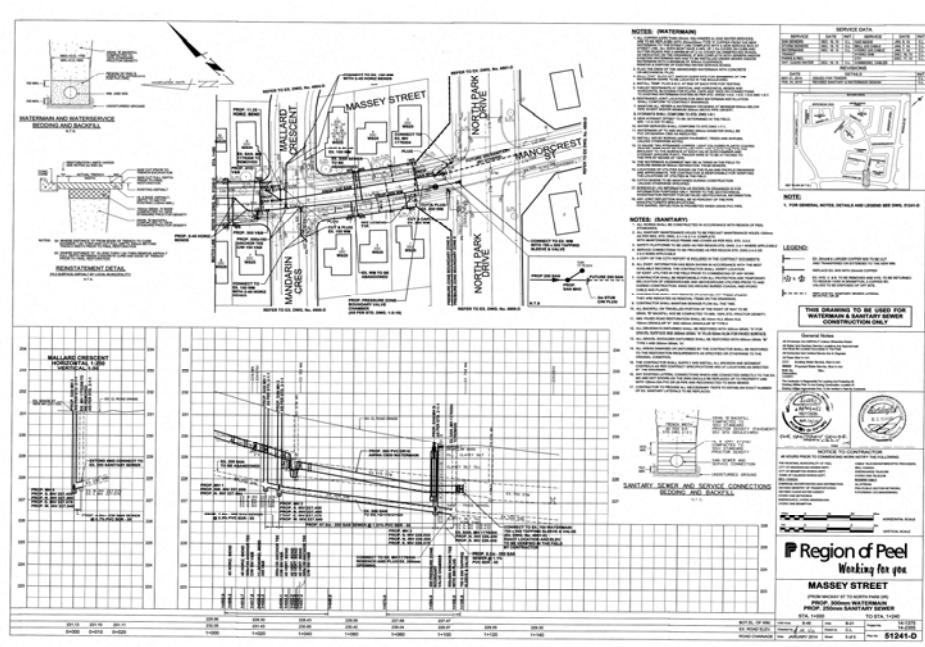
LINEAR INFRASTRUCTURE

Public Works

CAD Submission Requirements

Capital Works

June 2015



PUBLIC WORKS
CAD SUBMISSION REQUIREMENTS – CAPITAL WORKS

1.0 CAD DRAWING SUBMISSION.....	1
2.0 CAPITAL WORKS INFRASTRUCTURE CAD GRAPHIC REQUIREMENTS	2
2.1. Datum Requirements	2
2.2. File Format.....	2
2.3. Level Structure.....	2
2.4. Seed Files	3
2.5 Drawing Sets	4
2.6. Plan and Profile Drawings	5
3.0 BRIDGE/CONCRETE BOX CULVERT STRUCTURES SUBMISSION REQUIREMENTS.	6
3.1. Structures CAD Graphic Requirements.....	6
3.1.1. Working Units	6
3.1.2. Global Origin.....	7
3.1.3. Level Structure	7
3.1.4. Colour Structure.....	7
3.1.5. Line Style Structure	7
3.1.6. Reference Files.....	8
3.1.7. Professional Seal	9
3.1.8. Plotting Parametres	9
3.2. Structures Drawing Requirements.....	10
3.2.1. Orientation of Drawing	10
3.2.2. Scale	10
3.2.3. Cells	11
3.2.4. Line Format.....	11
3.2.5. Line Styles.....	11
3.2.6. Texts and Fonts.....	12
3.2.7. Title Block	13
3.2.8. Dimensioning.....	14

3.2.9. Cell Library and Symbol Call Outs.....	15
3.3.0. Legend Items.....	15
4.0 TRAFFIC SIGNAL TRANSPORTATION DIVISION CAD GRAPHIC REQUIREMENTS	16
4.1. Datum Requirements	16
4.2. File Format.....	16
4.3. Level Structure.....	16
4.4. Seed Files	17
4.5. Drawing Sets	17
4.6 TSS Drawing Composition	17
4.7 Detailed Drawing Creation Notes.....	17
5.0 RECORD DRAWINGS.....	18
5.1. Capital Works Projects.....	18
5.1.1. General	18
5.1.2. File Names.....	19
5.1.3. File Structure	19
5.1.4. Sanitary Sewer Requirements	20
5.1.5. Watermain Requirements.....	21
6.0 LEGAL SURVEY REQUIREMENTS.....	22
6.1. Title Records/Property Plan	22
6.2. Reference Plan	22
6.3. Expropriation Plan	22

Appendix

- Schedule A – Public Works CAD Level Structure
- Schedule B – Plan and Profile Border
- Schedule C – Cover Sheet
- Schedule D – Site Plan Border
- Schedule E – Structures - CAD Level Symbology
- Schedule F – Traffic Signal Base Plan
- Schedule G – Standard Water Infrastructure Template
- Schedule H – Standard Sanitary Infrastructure Template
- Schedule I – Proposed Property Acquisition Standard
- Schedule J – Property Impact Plan Standard
- Schedule K – Typical Watermain Alignment

**Region of Peel
PW CAD Submission Requirements – Capital Works**

Page: 1

1.0 CAD Drawing Submission

The Region of Peel's Public Works (PW) Department's policy mandates that all CAD submissions shall be submitted in Bentley MicroStation V8 or V8i (*.dgn) file format and conform to the structure and standards of the PW Department.

All CAD data supplied to Consultants by the Region of Peel shall be in MicroStation (.dgn) format.

The current platform in use in the PW Department is MicroStation V8, V8i Select Series 3 (SS3) edition by Bentley Systems Incorporated.

It is not the intent of the Region of Peel to restrict Consultants choice of CAD platforms, however, should a Consultant choose to use AutoCAD or a similar product, it will be the Consultant's responsibility to ensure that all deliverable CAD data shall be provided in MicroStation format, as per the standards of the PW Department.

2.0 Capital Works Infrastructure CAD Graphic Requirements

2.1 Datum Requirements

All submitted CAD files will be spatially correct and/or geo-referenced to meet Region of Peel Geodetic Datums.

Horizontal: Coordinates are based on 6 degree Universal Transverse Mercator (UTM) zone 17, Central Meridian 81 degrees west, North American Datum 1983 adjustment (NAD 83 ORG).

Elevations: GSC Datum, 1978 Southern Ontario Adjustment.

2.2 File Format

All CAD submissions will use the Region of Peel PW Department Microstation seed files as the base for all submissions (provided on a CD by the Region of Peel).

The files are as follows:

2015 Peel2d PW Seed.dgn
2015 Peel3d PW Seed.dgn

Consultants may submit either two dimensional (2d) or three dimensional (3d) file submissions.

2.3 Level Structure

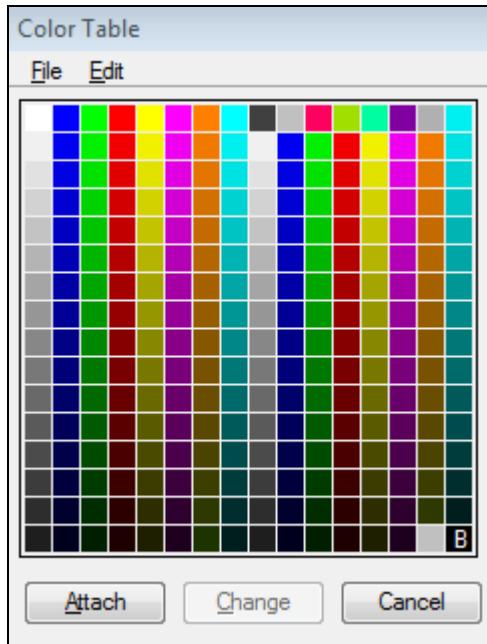
All CAD files shall conform to the PW CAD Level Structure Table (Schedule A) of this document, and are based on MicroStation Default Tables. All cells used will be from the Region of Peel PW cell library, and will be supplied upon request from;

Supervisor – CAD & GIS
Engineering Technical Services
Operations Support Division
10 Peel Centre Dr, Suite B, 4th Floor
Brampton ON, L6T 4B9

Proposed infrastructure text and notes will be prepared using Arial Font, as per the Level Structure Table (Schedule A) along with the general text settings as illustrated on the applicable drawing format template (Schedule G & Schedule H).

Existing base plan text will be prepared using Font-1 Working as per the Level Structure Table (Schedule A)

The MicroStation default colour table “**colour.tbl**” shall be used at all times.



Colour.tbl

2.4 Seed Files

All CAD files shall be created using the Region of Peel PW Department's Microstation seed files. These files are as follows:

Peel 2d PW Seed.dgn

The main parameters of the file are:

Global Origin: 0.000, - 4,600000.000
Master Units: Metres
Sub Units: Metres
Coordinate Readout: Coordinates → Format: Master units
Accuracy: 0.123
Angles → Format: DD MM SS
Mode: Conventional
Accuracy: 0

Peel 3d PW Seed.dgn

The main parameters of the file are:

Global Origin: 0.000, - 4,600000.000, 800000.000
Master Units: Metres
Sub Units: Metres
Coordinate Readout: Coordinates → Format: Master units
Accuracy: 0.123
Angles → Format: DD MM SS
Mode: Conventional
Accuracy: 0

2.5 Drawing Sets

Drawings shall be plotted at a ratio of 1:500, monochrome only, and at a minimum resolution of 600 DPI. All drawing sets will use the following:

Plan and Profile – 2015 Peel PW Plan & Profile Border.dgn (Schedule B)
Cover Sheet – 2015 Peel PW Cover Sheet.dgn (Schedule C)
Site Plan – 2015 Peel Site Plan Border.dgn (Schedule D)

Prior to final tender submission, the Region of Peel must assign Region drawing numbers to all drawings in the tender set. This process must be done prior to final tender sets being delivered. Once numbered, the drawings will be returned for final tender drawing set production after the related drawing references have been updated.

- Seven (7) sets of full sized drawings and specifications shall be submitted for Tender (draft)

Once the tendered drawings have been reviewed and accepted;

- Fifty (50) sets of full sized drawings and specifications shall be supplied to the Region's Project Manager, along with Five (5) sets of reduced sized drawings (tabloid/11x17)
- Two (2) sets of electronic tender documents (drawings and specifications) shall be provided on CD/DVD. Digital versions of drawings must be in Microstation format in accordance with the Region of Peel's Standards
- All drawings are to be named as per the assigned Region of Peel drawing numbers and saved accordingly on CD/DVD

Issued for construction (IFC) drawings and specifications (incorporating all drawing modifications undertaken via addenda) will be required for each project. All requirements below will be supplied within two weeks of the Tender Period closing.

Following completion of the IFC drawings and specifications, the Vendor will supply:

- Five sets of A2 sized IFC drawings, five sets of full-size IFC drawings (both signed and stamped) and five sets of IFC specifications for the Contractor's use
- Two CDs/DVD containing the PDF version of full sized, signed and stamped IFC drawings
 - Final issued for construction drawings must be named as per the assigned Region drawing number and follow the following naming convention:
 - MicroStation Files: **XXXXX-D_IFC.dgn**
 - PDF Format: **XXXXX-D_IFC.pdf**
 - Example: **50000-D_IFC.dgn, 50000-D_IFC.pdf**
 - Drawings at this stage must be fully compliant with the Region of Peel's Public Works CAD Standards
 - Each CAD file must be unique and have no reference files of any type and must be in true model space
- 10 sets of A2 drawings, 10 sets of full-sized IFC drawings (both signed and stamped), and five sets of IFC specifications must be supplied to the Region's Project Manager

**Region of Peel
PW CAD Submission Requirements – Capital Works**

Page: 5

All other deliverables related to the Tender documents are per the PIPM (Project Implementation Procedures Manual).

2.6 Plan and Profile Drawings

Plan and Profile Drawings are to follow The Region of Peel's existing Water and Wastewater infrastructure templates (Schedule G & Schedule H)*. All existing infrastructure must be illustrated in both the plan and profile of each drawing unless exempted by condition by the Region of Peel's Project Manager (i.e. deep tunnel work).

GENERAL TEXT SETTINGS DESCRIPTION ON THE DRAWING

	STYLE	WEIGHT	WIDTH/ HEIGHT	LINE SPACING
TEXT FOR ALL EXISTING UTILITIES (BY OTHERS) IN PLAN AND PROFILE	WORKING	0.0	0.8/0.8	0.4
TEXT FOR EXISTING WATERMAIN, SANITARY, STORM IN PLAN AND PROFILE	WORKING	1.0	1.0/1.0	0.5
TEXT FOR PROPOSED WATERMAIN, IN PLAN AND PROFILE	ARIAL ROUNDED MT BOLD	3.0	1.25/1.25	0.625
DIMENSION FOR EXISTING STYLE - EXISTING	WORKING	1.0	1.0/1.0	
DIMENSION FOR PROPOSED: STYLE - PROPOSED DIM TEXT STYLE - PROPOSED	ARIAL ROUNDED MT BOLD	3.0	1.25/1.25	
TEXT FOR STREET NAME IN KEY PLAN	ARIAL	1.0	0.7/0.7	0.35

* Drawing templates for Transportation related projects estimated to be complete by Q4, 2015

**Region of Peel
PW CAD Submission Requirements – Capital Works**

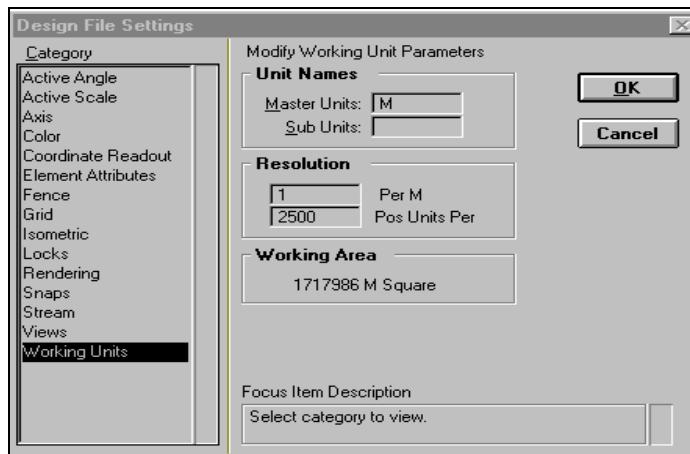
Page: 6

3.0 Bridge/Concrete Box Culvert Structures Submission Requirements

3.1 Structures CAD Graphic Requirements

3.1.1 Working Units

Working units set the design file scale and accuracy. For reference file sharing, the scale and accuracy of all drawings must be equal. All projects in Metric Units (SI) unless prior approval has been given from the Region.



Metric Working Units

Master units (mu)	MU	M
Sub units	SU	-
Per M	/M	1
Positional unit per	PU	2500
Working area		1,717,986 m²

* Global origin - lower left (0,-4,600,000)

3.1.2 Global Origin

Use the Region of Peel's standard Global Origin located in the lower left corner of the design plane with grid coordinates of:

N 4,600,000 E 0

which translates to read as:

X=0 Y=4,600,000

all coordinate readouts are therefore positive real values.

GO= 0, -4,600,000

3.1.3 Level Structure

All design files must be created using a level structure to separate data

Levels should be used to separate data, not line weights, line types or colours

The dedicated level structure for all contract drawings (structures) shall conform to the Structures CAD Level Symbology Table, being Schedule E of this document

3.1.4 Colour Structure

The MicroStation default colour table is to be used, this ensures that the colours of reference file elements can be viewed consistently

3.1.5 Line Style Structure

The MicroStation default line style shall be used

3.1.6 Reference Files

- The reference file feature makes it possible to incorporate the work of other disciplines. Attaching a reference file allows for a comparison with the active design.
- Reference files are design files that are actively linked to the working design. The attached files are not copied into the design, but are displayed in the background. These files are always drawn to true coordinates and should never be manipulated, scaled, rotated, masked or copied. They cannot be modified, but can be displayed differently than the original by applying "level symbology"
- The effective and proper use of reference files will greatly reduce the time and effort required to prepare drawings. Using reference files also improves the coordination of the design between disciplines and increases the accuracy of the design. To ensure the success of using reference files, logical names and documentation should be used.

3.1.7 Professional Seal

- The use of electronically created seals is not a mandatory requirement. However, if used, then drawings bearing the unsigned engineer's seal should be clearly marked "For Information Only". This marking is to be located directly above the Title Block.
- "Signatures and Seals" shall only be applied to the hard copy of finalized master drawing originals which are intended to be used for "Tendering Document" and subsequently "Contract Document" purposes.
- Both signature and seal must be legible.

NB: The procedure suggested in this section 3.1.7 is not intended to contradict or take precedence over:

- i. Guideline Professional Practice, 1988 (Revised 1996) published by Professional Engineers Ontario
- ii. Project specific "Agreement" between the Region and the Engineer

3.1.8 Plotting Parameters

- All drawings are to be plotted on paper size A1
- All final submission Contract drawings are plotted A1 size on standard paper
- The file name and plot date in appropriate text node, are to appear in the bottom left of the drawing border before plotting

3.2 Structures Drawing Requirements

3.2.1 Orientation of Drawing

- All drawings are to be created as 2D files except where required and with prior approval
- The standard north arrow or north for construction arrow are to be inserted in the top left corner of the drawing (peel_str.cel)
- Design files should not be moved from real world coordinates or from the global origin
- All details should be drawn within the working area, as specified in section 4.1
- Views should be rotated to fit the standard border file

3.2.2 Scale

All MicroStation files should be drawn at 1:1 true scale

For structural drawings, the following scales are preferred:

Type of drawing	Preferred scale
Plans and elevations:	1:100 1:150 1:200 1:250 1:500
Sections:	1:10 1:20 1:25 1:50
Details:	1:5 1:10 1:20

**Region of Peel
PW CAD Submission Requirements – Capital Works**

Page: 11

3.2.3 Cells

Use standard Region of Peel cells (peel_str.cel)



3.2.4 Line Format

- There must be a clearly visible difference in plotted line weights with no more than 5 line weights on any one drawing
- Refer to Schedule E “Structures - CAD Level Symbology” for appropriate line weights
- Line thickness given are specified to ensure legibility after drawing reduction
- Line weights to be used are 0, 1, 3, 5, 7 and 9

3.2.5 Line Styles

MicroStation default line styles shall be used

3.2.6 Texts and Fonts

All project specific text (other than dimension text) must be placed on level 51 with weight 3 and size as per level symbology table (Schedule "E").

Font

Text shall be placed as MicroStation Font 43. (LOW_RES_FILL)

Text

- All text must be placed in upper case
- Underline should not be used except for the sub-title
- Text within charts and tables must be individually placed and not placed as a multi line text
- All text sizes will be as per the standard structural drawing provided. (str_base.dgn)
- Text within leaders shall be placed as separate text
- Text is to be top left justified
- Space between text is to be 50 per cent of text height. (see Fig. 1)
- Text is to be placed $\frac{1}{2}$ the text height above or below all line work. (see Fig. 2)
- Chart and table row lines are to be 2x the text height.

Figure 1

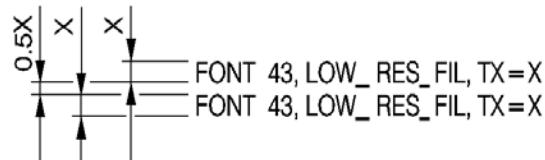
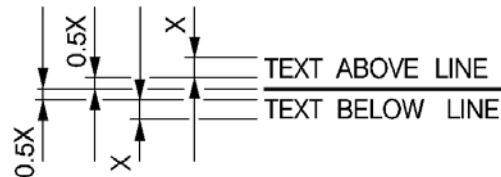


Figure 2



**Region of Peel
PW CAD Submission Requirements – Capital Works**

Page: 13

3.2.7 Title Block

The title block is to be as illustrated below (fig. 3, 4 and 5);

Figure 3

REVISIONS		
DATE	DETAILS	INIT.

Figure 4

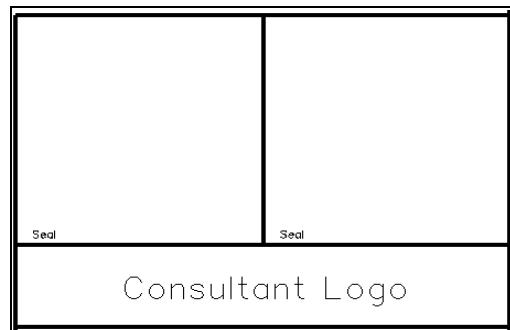


Figure 5

The title block includes the following sections:

- Region of Peel Working for you**: The logo and slogan at the top.
- PROJECT TITLE**: The main project title in bold capital letters.
- PROJECT TITLE**: A smaller subtitle or description below the main title.
- CAD Area X-XX**, **Area X-XX**, **Project No. XX-XXXX**: Data fields for CAD area, drawing area, and project number.
- Checked by _____**, **Drawn by _____ X.X.**, **Plan No. XXXXX-D**: Data fields for checker, drawer, and plan number.
- Date MONTH YEAR**, **Sheet X of X**: Data fields for drawing date, sheet number, and total sheets.

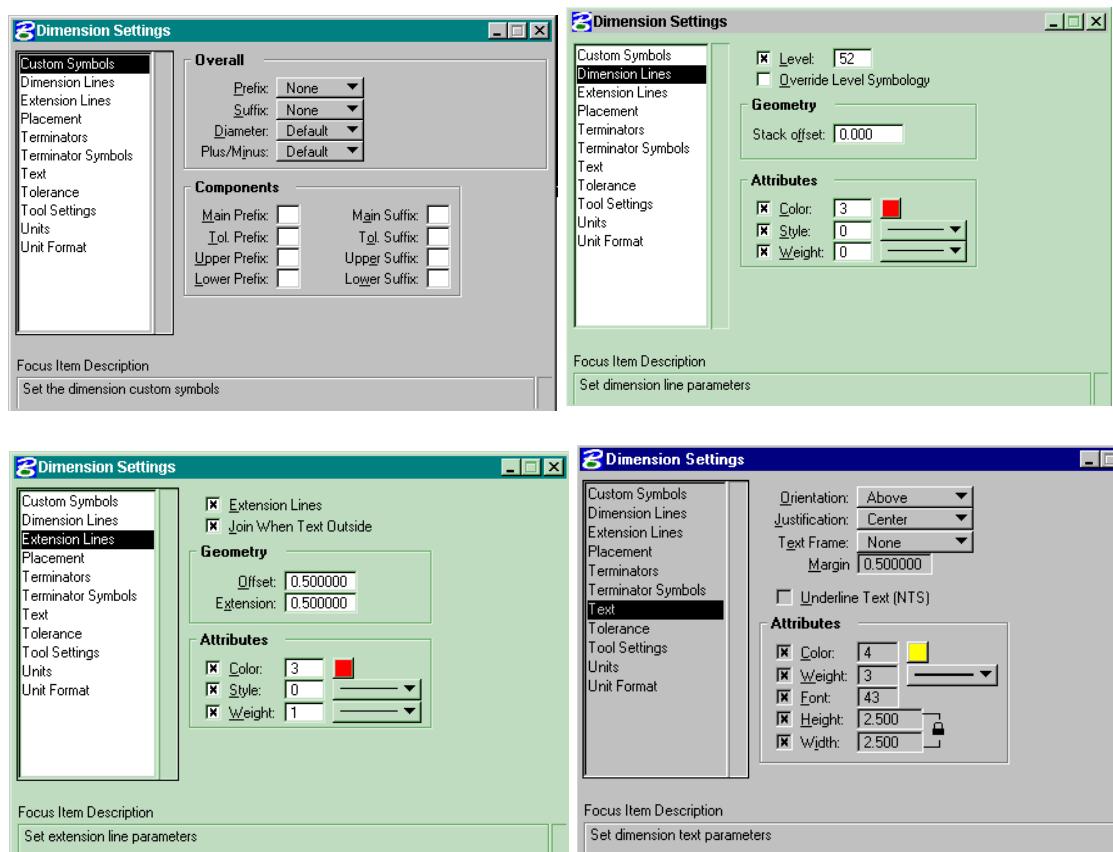
Region of Peel
PW CAD Submission Requirements – Capital Works

Page: 14

3.2.8 Dimensioning

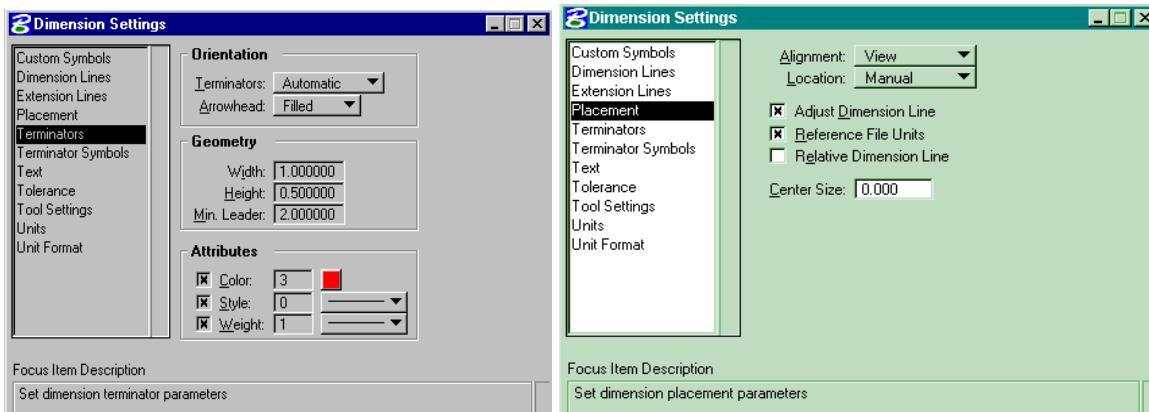
- All dimension text must be placed on level 52
- Arrow heads are to be filled with a length of 1x the text height and a height of 0.5x the text height (see Fig. 6)
- All leaders are to be placed with the native MicroStation leader command and not with user commands. Curved leaders are not to be used.

Figure 6



**Region of Peel
PW CAD Submission Requirements – Capital Works**

Page: 15



3.2.9. Cell Library and Symbol Call Outs

To ensure a consistent appearance of all drawings, symbol cells must be placed from the structural cell library “peel-str.cel”

3.3.0 Legend Items

When completing traffic signal design, legend items can be copied from the legend and placed in the appropriate location at the intersection; the items have the correct attributes.

4.0 Traffic Signal Transportation Division CAD Graphic Requirements

4.1 Datum Requirements

All submitted CAD files will comply with Section 2 of this document to meet Region of Peel Geodetic Datums

Horizontal: Coordinates are based on 6 degree Universal Transverse Mercator (UTM) Zone 17, Central Meridian 81 degrees west, North American Datum 1983 adjustment (NAD 83)

Elevations: GSC Datum, 1978 Southern Ontario Adjustment

4.2 File Format

All CAD submissions of traffic control signal installations shall use the latest traffic signal plan provided by the Region (Schedule F). All intersection signal design drawings shall be an individual file with no referenced drawings attached.

4.3 Level Structure

All CAD files shall conform to the PW Level StructureTable, being Schedule A of this document, for traffic control signal design drawings. For ease of use, the traffic signal base plan legend symbols have their attributes set up for the appropriate level, colour, line style and line weight. The consultant should copy and place the symbols as required by the signal design.

4.4 Seed Files

All CAD files shall be created using the Region of Peel PW Department Micro Station seed files as noted below:

2015 TSS Drawing Template.dgn

The main parameters of the file are:

Global Origin:	0.000, - 4,600000.000
Master Units:	Metres
Sub Units:	Metres
Coordinate Readout:	Coordinates → Format: Master units Accuracy: 0.123
	Angles → Format: DD MM SS Mode: Conventional Accuracy: 0

Note - 3D Format Files are **Not** Permitted

4.5 Drawing Sets

Drawings shall be plotted at a ratio of 1:250, monochrome only, at a resolution of 1:600 DPI

4.6 TSS Drawing Composition

TSS Traffic Signal Drawings are to follow the 2015 TSS Drawing Template and Legend for specific level, line weights, line styles, colours, and symbols

4.7 Detailed Drawing Creation Notes

Refer to the 2015 TSS Drawing Template Instructions Document for detailed drawing creation notes

5.0 Record Drawings

5.1 Capital Works Projects

5.1.1 General

All digital Record drawings shall be completed and delivered on DVD/CD within **90 days of substantial performance to:**

Supervisor – CAD & GIS
Engineering Technical Services
Operations Support Division
10 Peel Centre Dr, Suite B, 4th Floor
Brampton ON, L6T 4B9

A copy of the transmittal shall be sent to the Region of Peel's Project Manager.

Six (6) hardcopy sets will be submitted in total to the PM – Four (4) sets shall be full-sized, scaled drawings named as per section 5.1.2, and two (2) sets shall be tabloid (11x17) size. Record drawings shall also be issued in .pdf format on a compact disc. Digital versions of drawings must be in MicroStation format in accordance with the Region of Peel's CAD standards.

Verification of Line and Grade of All Work

The Vendor's inspection forces shall independently verify (independently of the Contractor's Quality Control) all critical vertical and horizontal portions of the work. As a minimum independent verification of line and grade must occur for the following items:

Storm and Sanitary Sewers:

- Line and grade verification at all manhole invert; and
- Line and grade checks at all service tee locations (at mainline and property line)

Watermains:

- Line and grade verification at all point of interest (P.I.) points (horizontal and vertical);
- Line and grade verification at all future tie-in locations;
- Line and grade verification at all hydrant lead, service tap locations etc.; and
- Vendors are to note that for all Concrete Pressure Pipe (CPP) installations Vendors shall be required to record horizontal and vertical (x,y,z) record data for all pipe joints, closures, fittings, tees etc.

All other underground utilities, including but, not limited to:

- Hydro Duct Banks;
- Sanitary Force mains;
- Water Service locations; and
- Communication and Instrumentation conduits

Structures:

- Line and grade for all foundation corners;
- Line and Grade for all critical elements of the structure in question for example, top of pier elevations, top of deck elevations, bearing surfaces etc.; and
- Location and grades for all piles, caissons, rock anchors, shoring systems, etc.

Roads:

- Verify elevation of all critical layers of the pavement structure for example, top of subgrade, top of granular sub-base, top of granular base, top of all asphalt layers, etc.

5.1.2 File Names

All CAD files will be named as per the assigned Region of Peel drawing number, such as 50000-D.dgn. If a drawing was not assigned a number, it must be included in the final submission and the consultant's file name can be retained.

5.1.3 File Structure

Final CAD files must be Version 8 format as per the requirements of Section 1, 2, and 3 and 4. All drawings must be in model space. Viewports are not to be used.

All final CAD Record drawings will be delivered on compact disc (CD), labeled with the Peel project number (see 5.1.2).

Each submitted CAD drawing file must be named correctly and be a unique single MicroStation design model file. **Reference files will not be accepted as part of any CAD file submitted.** Reference files, if used during design, are to be merged or fence filed into the final CAD drawing file prior to final submission, and conform to the Public Works CAD Standards.

The application of level symbology is not allowed on Final Record Drawing Submissions. Level symbology and structure must adhere to Region of Peel standards.

5.1.4 Sewer Requirements

- All “As Built” invert elevations are to be shown. If the difference is greater than 150mm, the affected portions of sewer (in the profile) are to be redrawn
- Any maintenance hole location which differs by more than 750mm from the proposed location is to be redrawn in both the plan and profile
- Type of maintenance hole constructed must be indicated
- Pipe size used on both plan and profile along with each length is to be specified
- All “As B” sewer grades are to be shown on the plan and profile
- Type of pipe material used –once per plan and at point of change is to be indicated
- Class of pipe used – to be shown once per plan and at each point of change in the profile
- Type of pipe bedding used to be indicated on all profiles
- Native soil type stated (if available)
- The name of the manufacturer of all appurtenances (i.e. maintenance holes, catchbasins etc.) must be noted in the design file where known
- The Region of Peel may provide a post construction survey for state of good repair for local trunk collectors (>=375mm <750mm). This survey shall be used in the preparation of final Record drawings to update the true location of the related appurtenances

5.1.5 Watermain Requirements

- If the alignment or profile of the watermain differs by more than 150mm, the new offsets are to be indicated on both the plan and profile, and also redrawn
- All valves on all plans require two (2) swing ties (indicated at ninety (90) degrees +/-, and to 1 decimal place in distance) to all mainline valves tied to permanent features such as maintenance holes, catch basins, or buildings
- Ties and elevations to all stubs (ends) that will require future extension (ties to maintenance holes, etc.) must be illustrated
- Type and class of pipe must be shown on all profiles
- All fittings; bends, reducers, blocking, etc., are to be shown on both plans and profiles (see chart below)
- Each main line valve, and hydrant and valve, are to be labeled (type and make) on the plan portion of each plan and profile sheet, or by chart inserted into one of the watermain drawings
- Original ground profile over watermain (if applicable) is to remain
- The name of the manufacturer, the make, and type(s) of all hydrants and valves must be displayed in the final CAD file
- Native soil type must be provided (if available)
- Concrete Pressure Pipe (CPP) shop drawings are to be submitted in electronic format (.pdf)
- Swing ties are to be provided for horizontal bends if not GPS Coordinated
- All appurtenances (i.e. valves, hydrants etc.) will be represented using the appropriate MicroStation cell symbol found in the Region of Peel Cell Library provided
- The name of the manufacturer of all appurtenances (valves, hydrants etc) must be noted similar to the sample below, on at least one of the watermain plan and profile drawings
- The Region of Peel may provide the As Built survey for state of good repair for local distribution feedermains (>=350mm <=600mm). This survey may be used in the preparation of final Record drawings to update the true location of the related appurtenances

NOTE

SPECIFICATION FOR HYDRANTS, MAINLINE VALVES, AIR VALVES, AND PRESSURE RELEASE VALVES

1. FIRE HYDRANTS-CLOW CANADA McAVITY BRIGADIER MODEL M67
2. MAINLINE VALVES-VALMATIC BUTTERFLY VALVE CLASS 250B MODEL VM2004
3. MAINLINE/BYPASS GATE VALVES-CLOW VALVE COMPANY MODEL 2638
4. AIR VALVE-VALMATIC COMBINATION AIR VALVE MODEL 202C.2
5. FLOODSAFE-VALMATIC FLOODSAFE MODEL 1302 WITH 50mm NTP
6. PRESSURE RELEASE VALVE-SINGER MODEL 106-PR

6.0 Legal Survey Requirements

If for any reason a Legal Survey is required, either for the purpose of defining an unknown right-of-way or for property acquisition, then these requirements will be forwarded to the Project Manager. The requirements must include the following:

- A digital file clearly identifying the proposed requirements as per the Region of Peel's Property Acquisition Standards
- A set of white prints as per the digital file identifying the proposed requirements

The Region of Peel is solely responsible for preparing and issuing quotations to Ontario Land Survey Companies. This ensures consistency in established Region of Peel standards on all returned legal plans as well as cost control.

All legal surveys are considered preliminary only until approved by the Project Manager, the Supervisor of CAD & GIS, and Realty Services. Upon approval, the plans will be deposited if required, and copies of mylars, prints, and final digital files, will be circulated to all concerned parties.

6.1 Title Records/Property Plan

This plan identifies the existing limits (per the current data available from Teranet) of a road allowance where there is limited information on file for determining the extent of the existing road allowance and any widening previously taken. These plans are coordinated as per Region of Peel standard and a digital file is supplied as well as a PDF. In addition to defining the existing road allowance, this plan also identifies the owners of all subject and abutting properties at the time of issue.

6.2 Reference Plan

This plan is used to precisely identify new and specific property requirements for acquisition of permanent or temporary easements.

6.3 Expropriation Plan

This plan is used for the purpose of expropriating property required for Municipal purposes.

Level Number	Level Name	DESCRIPTION	EXISTING						PROPOSED						
			PLAN			PROFILE			PLAN			PROFILE			
			Colour	Weight	Line Style	Text	SZ/WT	Colour	Weight	Line Style	Text	SZ/WT	Colour	Weight	Line Style
1	ROW	RIGHT OF WAY (R.O.W.)	0	7	0							99	7	2	
2	PROPERTY	EXISTING PROPERTY LINES	0	1	0										
2	PROPERTY	EXISTING EASEMENTS	3	1	4								0	5	0
3	ALIGNMENT	ALIGNMENTS	0	1	4	1/1	0	2	0	1/1	0	2	4	1/1	1.25
4	4	POINT CODE FROM SURVEY													
5	5	ELEVATION FROM SURVEY													
6	6	POINT NUMBER FROM SURVEY													
7	7	TITLES/CHAINAGES/NORTH ARROW, KEY MAP	0	1	0										
7	7	STREET NAMES	0	7	0	3/7					0	7	0	3/7	
7	7	MATCH LINE	0	5	0	1.25/5								1.25/5	
8	SURROUND	PEEL SURROUND:PEEL PW P&P BORDER.DGN													
9	WALKWAYS	ALL WALKWAYS, PATHS, ETC	4	0	0	0.8/0					4	3	0		
9	WALKWAYS	BUS PADS/BUS SHELTER, BUS STOP	0	2	0	0.8/0									
10	SURVEY MONUMENTS	PROPERTY BARS/PI,HOT,PC, BM, TRAV	0	0	0	0.8/0									
11	CROWN	CROWN OF TRAVELED ROAD	5	0	0	1/1	0	2	0		0	2	0		0
12	ROAD	E/P & CURB	0	0	0								0	5	0
12	ROAD	EDGE UNPAVED ROAD	0	0	5						0	1	0		
13	DRIVEWAYS	EDGE OF D/W - PAVED	2	0	0	0.8/0									
13	DRIVEWAYS	EDGE OF D/W - UNPAVED	2	0	5	0.8/0									
14	HYDRO	HYDRO UTILITIES	3	0	0	0.8/0									
15	GAS	GAS UTILITIES	10	0	0	0.8/0									
16	BELL	BELL UTILITIES	6	0	0	0.8/0									
17	CABLE	CABLE TV UTILITIES	5	0	0	0.8/0									
18	18														
19	SANITARY	SANITARY INFRASTRUCTURE	5	1	0	1/1	5	2	3	1/1	5	7	0	1.25/3	5
20	STORM	STORM WATER INFRASTRUCTURE	4	1	0	1/1	4	2	3	1/1	4	7	0		4
21	21														
22	MEASUREMENTS	MEASUREMENTS (ROADS)									0	2	0	1.25/3	
23	ROAD REMOVALS	REMOVALS & ADJUSTMENTS (ROADS)									0	2	0	1.25/3	
24	PAVEMENT ELEVATIONS	PAVEMENT ELEVATIONS (ROADS)									0	2	0	1.25/3	
25	FENCES	ALL FENCES/RET. WALLS/GUARD RAILS ETC	6	1	0	0.8/0					0	5	0	1.25/3	
26	PROP SHOULDER	PROPOSED SHOULDER/PAVED STRIP (ROADS)									0	3	0	1.25/3	
27	PROP CURB	PROPOSED CURB & GUTTER (ROADS)									0	5/2	0		
28	PROP EP	PROPOSED. EDGE PAVEMENT - NO CURB									0	5	0		0
29	SHADING	SHADING AND PATTERNS													
30	WATERMAIN	WATERMAIN INFRASTRUCTURE	7	1	0	1/1	7	2	2	1/1	0	7	0	1.25/3	0
31	31														
32	32	GRADE OVER W/M, STM, & SAN					0	2	4	1/1					
33	GRADING LIMIT	LIMIT OF GRADING / EXCAVATION									5	5	0	1.25/3	
34	PROP MARKINGS	PROPOSED PAVEMENT MARKINGS									0/4	5	0	1.25/3	
35	VEGETATION	ALL VEGETATION	2	0	0	0.8/0									
36	DIAMETERS	ALL DIAMETERS	2	0	0	0.8/0									
37	37														
38	VEG REMOVALS	VEGETATION REMOVALS									5	0	0	1.25/3	
39	DATA TEXT	VERTICAL CURVE OR C/L DATA											0	2	0
40	SLOPES	SLOPE STRUCTURE LINES	2	0	0	0.8/0									1.25/3
41	WATER COURSES	WATER COURSES (CREEKS, STREAMS, RIVERS)	1	0	7	0.8/0					22	3	6	1.25/3	22
42	CULVERTS	CULVERTS/HEADWALLS, CSP'S ETC	7	1	2	0.8/0	7	1	2		0	2	0	1.25/3	
43	CONTOURS	CONTOURS	12	0	0	0.8/0									
44	TRAFFIC ARROWS	TRAFFIC ARROWS									4				
45	STRUCTURES	BRIDGES/CONCRETE CULVERT STRUCTURES	0	2	0	1/1					0	5	0		
46	BUILDINGS	BUILDING/PORCH/DECK ETC & NUMBERS	0	5	0	1/1									
47	47	OTHER PROPOSED GRADING TYPES									0	2	0	1.25/3	
48	RAILWAY	ALL RAILWAY FEATURES	6	1	0	0.8/0									
49	PARKING LOTS	PARKING LOT OUTLINES/POOLS	2	0	0	0.8/0					0	3	0		
50	SIGNS	TRAFFIC SIGNS/MAILBOXES/PARKING METERS	2	0	0	0.8/0									
51	51	GEOTECHNICAL INFO, OBSERVATION WELLS	3	0	0	1/1	3	0	0	1/1					
52	52														
53	53	RESERVED FOR SURVEY NOTES													
54	54	RESERVED FOR SURVEY NOTES													
55	PTE	PROPOSED PERMISSION TO ENTER									52	5	7		
56	56	TRAFFIC-ABOVE GROUND UTILITIES					0.8/0				As per 2015 TSS Drawing Template				
57	57	TRAFFIC-BELOW GROUND UTILITIES					0.8/0				As per 2015 TSS Drawing Template				
58	58	TRAFFIC PAVEMENT MARKINGS					0.8/0				0	1	0		
59	PROP PROPERTY	PROPOSED FEE PROPERTY ACQUISITIONS									99	7	2		
60	PERM EASEMENT	PROPOSED PERMANENT EASEMENTS									97	5	6		
61	TEMP EASEMENT	PROPOSED TEMPORARY EASEMENTS									98	5	4		
62	62	MATERIAL LABELS					0.8/0								
63	63	GROUND SHOTS/UNDEFINED CODES	10	0	0	0.8/0									

All existing topographic survey font to be Font 1 - Working
Proposed Plan and Profile font to be Arial and Arial Rounded MT Bold as per Water and Sanitary Drawing Templates

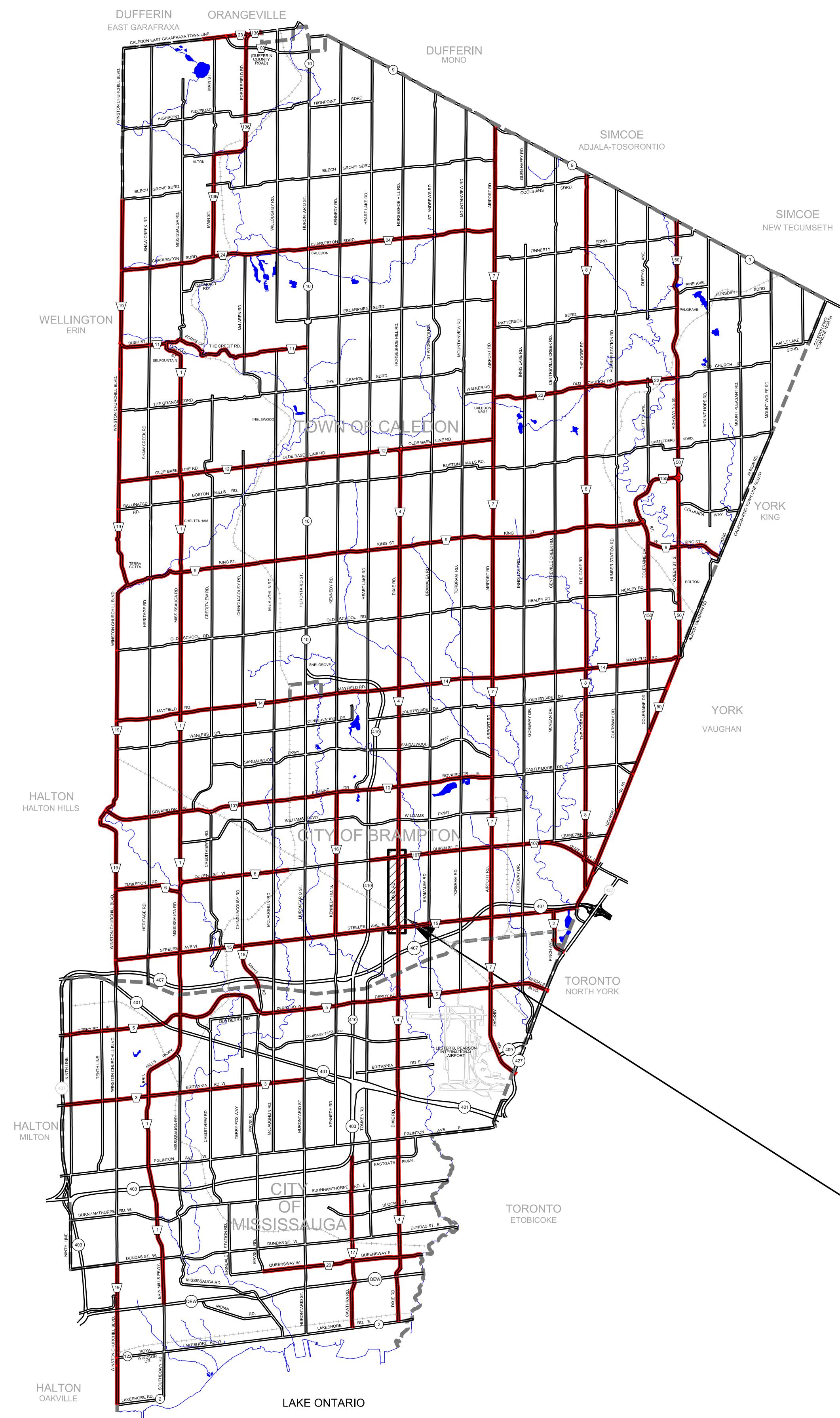
Schedule B

Service Data											
Service	Date Init.	Service	Date Init.								
SAN SEWERS	MAY 00, 2014 X.X.	GAS MAINS	MAY 00, 2014 X.X.								
STORM SEWERS	MAY 00, 2014 X.X.	BELL U/G CABLE	MAY 00, 2014 X.X.								
WATERMAINS	MAY 00, 2014 X.X.	HYDRO U/G CABLE	MAY 00, 2014 X.X.								
TRANSIT	MAY 00, 2014 X.X.	HYDRO ONE	MAY 00, 2014 X.X.								
PARKS & REC.	MAY 00, 2014 X.X.	CTV	MAY 00, 2014 X.X.								
ONT. CLEAN WATER	MAY 00, 2014 X.X.	COMMUNIC. CABLES	MAY 00, 2014 X.X.								

Revisions		
Date	Details	Init.
MAY 00, 2014	ISSUED FOR PUCC	X.X.
MAY 00, 2014	ISSUED FOR TENDER	X.X.
MAY 00, 2014	ISSUED FOR CONSTRUCTION	X.X.
MAY 00, 2014	AS RECORDED	X.X.

KEY PLAN (N.T.S.)

	<p>General Notes</p> <p>All Driveways Are ASPHALT Unless Otherwise Noted All Water And Sanitary Service Locations Are Approximate And Must Be Located Accurately In The Field All Horizontal And Vertical Bends Are In Degrees All Pipes Size In mm 20C Existing Water Service, Size In mm WS20 Proposed Water Service, Size In mm B.M. No. Elev. Description Location The Contractor Is Responsible For Locating And Protecting All Existing Utilities Prior To And During Construction. Location Of Existing Utilities Approximate Only. To Be Verified In Field By Contractor.</p> <p>Designed by _____ Chkd. _____</p> <p>Approved by _____</p> <p>NOTICE TO CONTRACTOR 48 HOURS PRIOR TO COMMENCING WORK NOTIFY THE FOLLOWING</p> <p>THE REGIONAL MUNICIPALITY OF PEEL CITY OF MISSISSAUGA WORKS DEPT. CITY OF BRAMPTON WORKS DEPT. TOWN OF CALEDON WORKS DEPT. BELL CANADA ENBRIDGE INCORPORATED-GAS DISTRIBUTION ONTARIO MINISTRY OF TRANSPORTATION ONTARIO CLEAN WATER AGENCY HYDRO ONE NETWORKS ENERSOURCE, HYDRO MISSISSAUGA HYDRO ONE BRAMPTON</p> <p>CABLE TELEVISION/FIBEROPTIC PROVIDERS: BELL CANADA ENERSOURCE TELECOM ROGERS CABLE ALLSTREAM PSN (PUBLIC SECTOR NETWORK) FUTUREWAY (FCI BROADBAND)</p> <p>10m 0 10 20 30m HORIZONTAL SCALE</p> <p>1m 0 1 2 3m VERTICAL SCALE</p> <p>Region of Peel Working for you</p> <p>STREET NAME (FROM STREET NAME TO STREET NAME) PROP. 000mm WATERMAIN</p> <p>RESTRAINED JOINTS</p> <p>STA. 0+000 TO STA. 0+000</p> <p>CAD Area X-XX Area X-XX Project No. XX-XXXX</p> <p>Checked by Drawn by X.X.</p> <p>Date MONTH YEAR Sheet X of X Plan No. XXXXX-D</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



PROJECT No. XX-XXXX
PROJECT NAME
PROP. PROJECT DESCRIPTION

WORK AREA

Schedule D

REVISIONS		
DATE	DETAILS	INIT.
MAY 00, 2014	ISSUED FOR PUCC	XX
MAY 00, 2014	ISSUED FOR TENDER	XX
MAY 00, 2014	ISSUED FOR CONSTRUCTION	XX
MAY 00, 2014	AS RECORDED	XX

X

KEY PLAN (N.T.S.)

10m 0 10 20 30m HORIZONTAL SCALE

 Region of Peel
Working for you

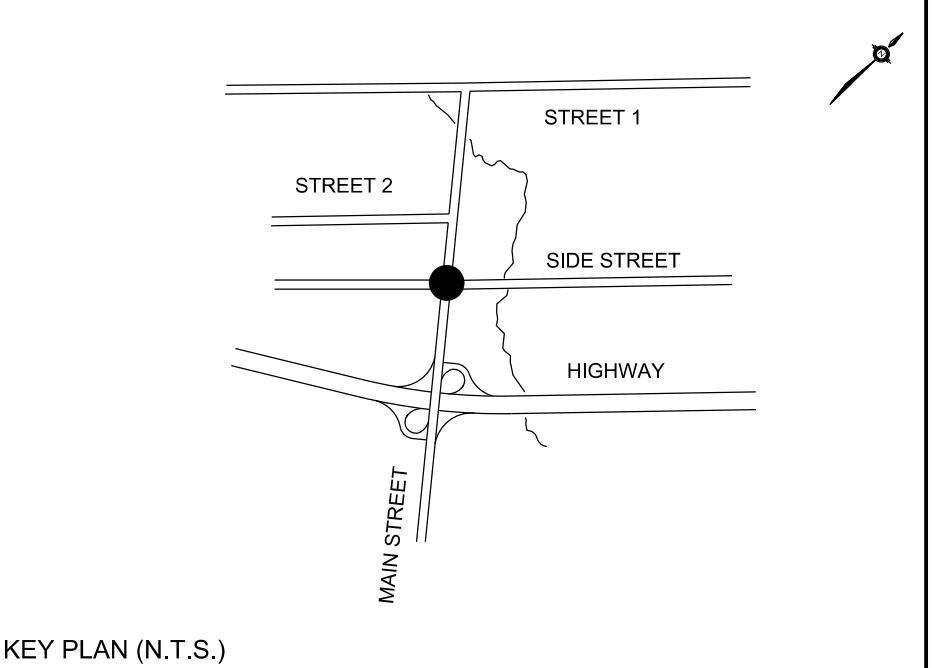
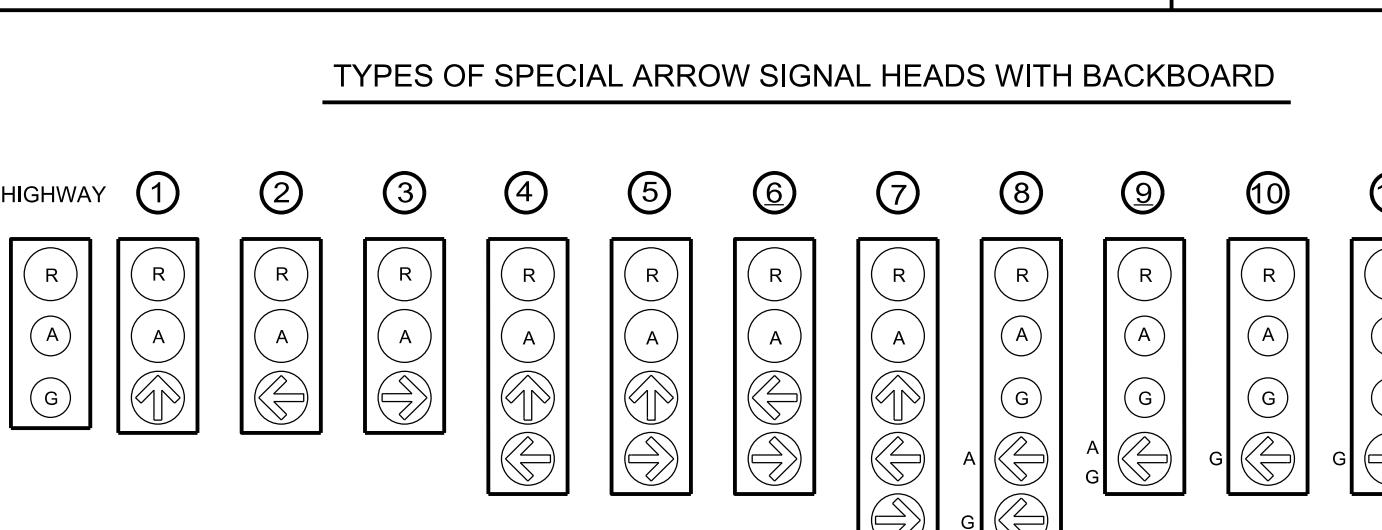
PROJECT TITLE

PROJECT TITLE

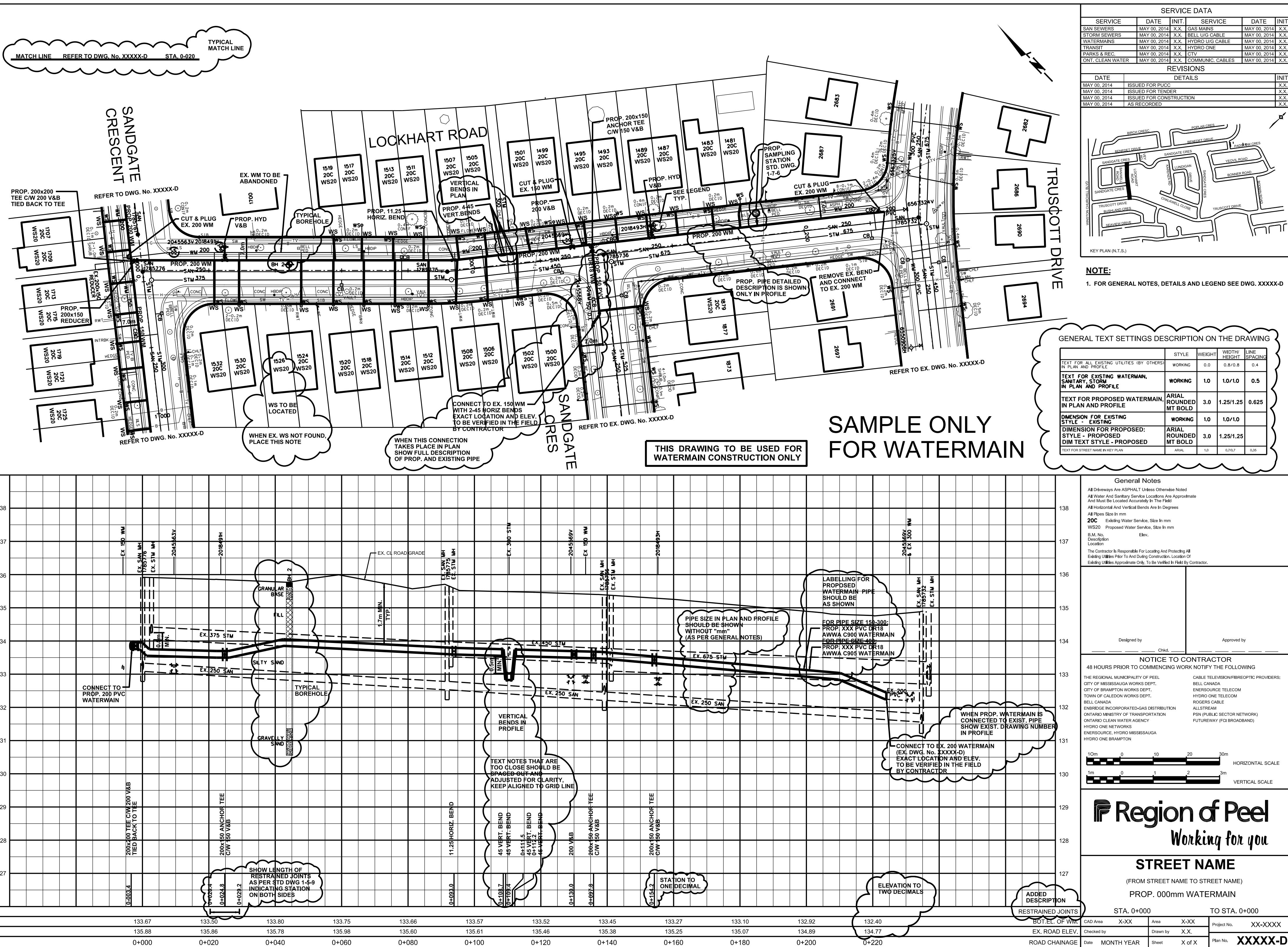
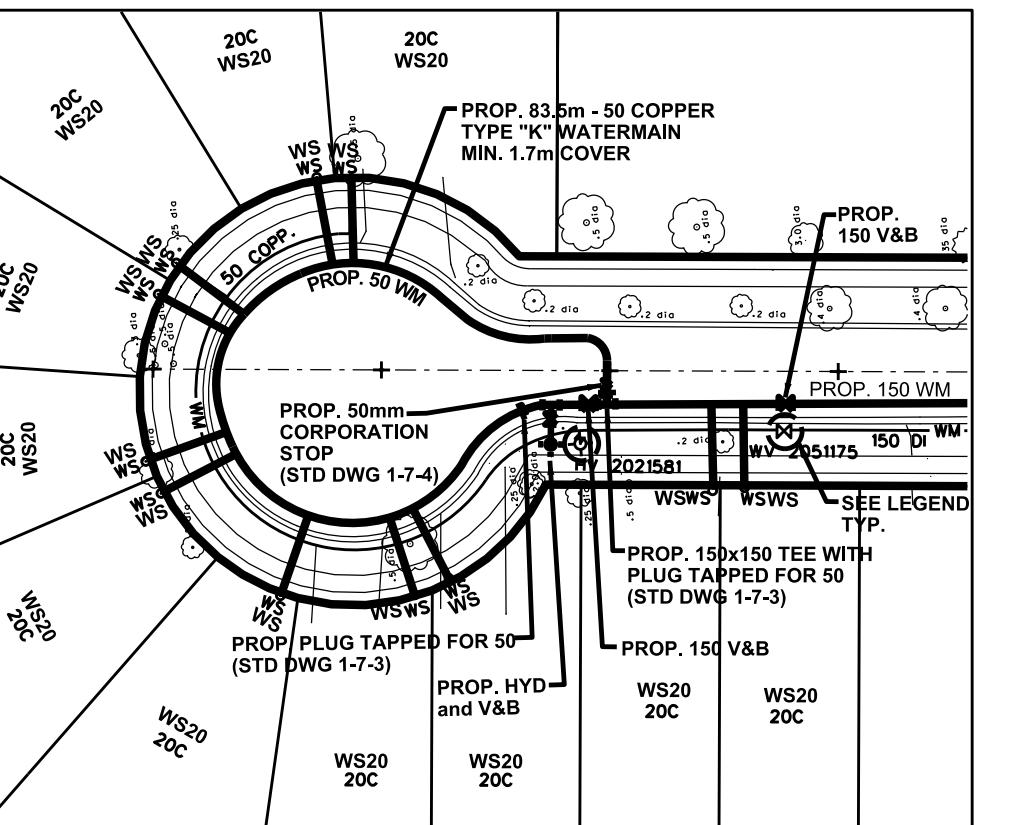
CAD Area X-XX	Area X-XX	Project No. XX-XXXX
Checked by _____	Drawn by X.X.	Plan No. XXXXX-D
Date MONTH YEAR	Sheet X of X	

XXXXX-D

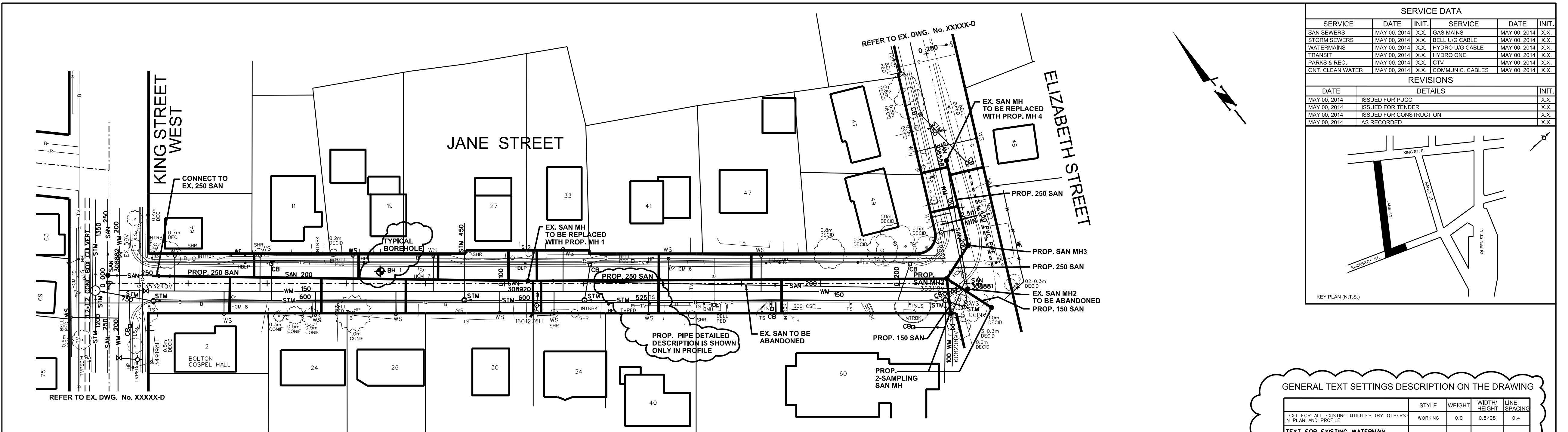
Level	DESCRIPTION	WT	COLOUR	LC
1	<i>User definable</i>			
2	<i>User definable</i>			
3	<i>User definable</i>			
4	<i>User definable</i>			
5	<i>User definable</i>			
6	<i>User definable</i>			
7	<i>User definable</i>			
8	<i>User definable</i>			
9	<i>User definable</i>			
10	Asphalt	1	RED	0
11	Concrete - Thick Outline	5	GREEN	0
12	Concrete - Thin Outline	3	GREEN	0
13	Concrete - Hidden Outline	3	YELLOW	5
14	Concrete - Existing	0	GREEN	0
15	<i>User definable</i>			
16	<i>User definable</i>			
17	<i>User definable</i>			
18	<i>User definable</i>			
19	<i>User definable</i>			
20	Reinforcing - Thick Lines	5	CYAN	0
21	Reinforcing - Thin Lines	3	CYAN	0
22	Reinforcing - Dots	1	RED	0
23	<i>User definable</i>			
24	<i>User definable</i>			
25	<i>User definable</i>			
26	<i>User definable</i>			
27	<i>User definable</i>			
28	<i>User definable</i>			
29	<i>User definable</i>			
30	Steel - Section, beam and column	3	GREEN	0
31	Steel - Thick Line	5	GREEN	0
32	Steel - Thin Line	3	GREEN	0
33	Steel - Hidden Line	0	YELLOW	5
34	<i>User definable</i>			
35	<i>User definable</i>			
36	<i>User definable</i>			
37	<i>User definable</i>			
38	<i>User definable</i>			
39	<i>User definable</i>			
40	Rehabilitation - Removal Concrete	3	WHITE	0
41	Rehabilitation - Proposed Concrete - Thick	5	GREEN	0
42	Rehabilitation - Proposed Concrete - Thin	3	GREEN	0
43	Rehabilitation - Proposed Concrete -	0	YELLOW	5
44	Rehabilitation - Proposed Reinforcing	5	YELLOW	0
45	Rehabilitation - Existing Reinforcing	0	RED	5
46	<i>User definable</i>			
47	Standards	3	WHITE	0
48	Profile	3	YELLOW	0
49	Contours	1	WHITE	5
50	Large Text	3	GREEN	0
51	Notes and Text	3	YELLOW	0
52	Dimension Text, Leader Text	3	YELLOW	0
53	Tables	3	YELLOW	0
54	Hatching	3	WHITE	0
55	Centre Lines and Control Lines	1	RED	4
56	General Hidden Lines	0	RED	5
57	Grid Reference	1	WHITE	0
58	Revision Notes	3	YELLOW	0
59	Text Node	3	YELLOW	0
60	Call Out Instructions	3	WHITE	0
61	Call Out Symbols and Call Out Texts	3	WHITE	0
62	Border File - Instruction	3	RED	0
63	Border Text Copied into Active Design File	3	WHITE	0

 <p>KEY PLAN (N.T.S.)</p>	 <p>LADDER CROSSWALK PAVEMENT MARKINGS</p> <p>5m 0 5 10 15m SCALE</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2">REVISIONS</th></tr> <tr><th>DATE</th><th>DETAILS</th></tr> <tr><td>MAY 06, 2014</td><td>ISSUED FOR PUCC</td></tr> <tr><td>DATE</td><td>ISSUED FOR TENDER</td></tr> <tr><td>DATE</td><td>ISSUED FOR CONSTRUCTION</td></tr> <tr><td>DATE</td><td>AS RECORDED</td></tr> </table> <p>LEGEND</p> <p>LAYOUT DIAGRAM</p> <ul style="list-style-type: none"> █ EXISTING 600X600MM ELECTRIC MAINTENANCE CHAMBER █ PROPOSED 600X600mm ELECTRIC MAINTENANCE CHAMBER □ EXISTING 460mm I.D. TYPE I HANDWELL □ PROPOSED 460mm I.D. TYPE I HANDWELL ○ EXISTING 300mm I.D. TYPE II HANDWELL ○ PROPOSED 300mm I.D. TYPE II HANDWELL +—+ COMMENCEMENT OF NEW CONDUIT RUN • EXISTING CONDUIT —2x75 PROPOSED UNDERGROUND RIGID P.V.C. DUCTS NUMBER AND SIZE AS SHOWN — QUADRPOLE LOOP DETECTOR — PROPOSED VEHICLE LOOP DETECTOR WITH LEAD (TO SCALE) — EXISTING VEHICLE LOOP DETECTOR WITH LEAD (TO SCALE) — VIDEO / MICROWAVE DETECTION ZONE ▼ HIGHWAY SIGNAL HEAD WITH BACKBOARD AND MAST ARM ▼ AS PER SIGNAL HEAD CHART THE NUMBER INDICATES TYPE OF SIGNAL HEAD WITH BACKBOARD AND MAST ARM ▼ HIGHWAY SIGNAL HEAD WITH BACKBOARD SUPPORTED BY DOUBLE SPAN WIRE ▼ HIGHWAY SIGNAL HEAD COVERED FOR STAGING ■ PEDESTRIAN COUNTDOWN SIGNAL HEAD ● PEDESTRIAN PUSH BUTTON WITH SYMBOLIZED SIGN ○ EXISTING CONCRETE POLE ○ EXISTING STEEL POLE ● EXISTING WOOD POLE ○ PROPOSED OR RELOCATED CONCRETE POLE ○ PROPOSED OR RELOCATED STEEL POLE ● PROPOSED OR RELOCATED WOOD POLE —E 250 LUMINAIRE WITH BRACKET (WATTAGE AS SHOWN) FOR EXISTING USE "E", FOR PROPOSED USE "P" ■ EXISTING BASE MOUNTED CONTROLLER AND CABINET ■ PROPOSED BASE MOUNTED CONTROLLER AND CABINET ■ POWER SERVICE PEDESTAL ■ POWER SERVICE MOUNTED ON POLE TS - # TRAFFIC SIGNAL POLE IDENTIFICATION — PROPOSED GALVANIZED STEEL BACK GUY WITH ANCHOR — EXISTING GALVANIZED STEEL BACK GUY WITH ANCHOR — RIGHT OF WAY (R.O.W.) — CURB WITH DEPRESSION — ROLL THROUGH CURB — TRUNCATED DOME PAD — COMMUNICATION CABLE — TRAFFIC SIGNAL CABLES (OVERHEAD) — POWER FEED CABLE (OVERHEAD) — TRAFFIC SIGNAL CABLES (OVERHEAD) ON SPAN WIRES — RUN WIRES OVERHEAD WITH MESSENGER CABLE — SPREAD SPECTRUM RADIO ANTENNA — EMTRAC ANTENNA — FIRE PREEMPTION DETECTOR HEAD — OVERHEAD VEHICLE DETECTOR ○ WIRELESS VEHICLE DETECTOR IN ASPHALT — SCHOOL ZONE BEACON / FLASHING BEACON — CCTV CAMERA — OVERSIZE STREET NAME SIGN — PROPOSED TRAFFIC SIGN <p>Rt-25 & Wa-33L SIGNS ON ALL CENTRE ISLAND ENDS Wa-33L SIGNS ON ALL RIGHT TURN ISLAND ENDS Rt-41 SIGNS FOR ALL DUAL LEFT TURN LANES (BY-LAW) Rt-81 SIGNS FOR ALL ○ SIGNAL HEADS Re-102 SIGNS FOR ALL NON FREE FLOW RIGHT TURN LANES (BY-LAW) Re-12 PEDESTRIAN PUSH BUTTON SIGN FOR ALL PEDESTRIAN BUTTON Re-9A WHERE NO CROSSWALK PROVIDED (BY-LAW) Wa-8LR OR Wa-108LR AT ALL "T" INTERSECTIONS</p> <p>SYMBOLS CROSSED OUT WITH AN "X" INDICATES FOR REMOVAL THE SIZE OF CONDUIT REQUIRED FROM MANHOLE/HANDWELL TO THE SIGNAL POLE SHALL BE 1x75mm. UNLESS A LUMINAIRE IS REQUIRED THEN 2x75mm SHALL BE INSTALLED.</p> <p>LAYOUTS ARE SCHEMATIC ONLY. LOCATIONS FOR ALL STRUCTURES SHALL BE DETERMINED IN THE FIELD BY THE ENGINEER OR DESIGNATE.</p>	REVISIONS		DATE	DETAILS	MAY 06, 2014	ISSUED FOR PUCC	DATE	ISSUED FOR TENDER	DATE	ISSUED FOR CONSTRUCTION	DATE	AS RECORDED																																																																																							
REVISIONS																																																																																																					
DATE	DETAILS																																																																																																				
MAY 06, 2014	ISSUED FOR PUCC																																																																																																				
DATE	ISSUED FOR TENDER																																																																																																				
DATE	ISSUED FOR CONSTRUCTION																																																																																																				
DATE	AS RECORDED																																																																																																				
TYPES OF SPECIAL ARROW SIGNAL HEADS WITH BACKBOARD  <p>(8) (9) AMBER ARROW MUST BE USED IN A PROTECTED/PERMISSIVE SIMULTANEOUS LEFT TURN OPERATION. NOTE: FOR SPECIAL ARROW HEADS (3) (9), (10) AND (11) 20 cm AMBER LENSES AND 20 cm GREEN LENSES. LENS SIZE ○ 30 cm Lens. ○ 20 cm Lens. ALL SIGNALS TO BE L.E.D.</p>		TRAFFIC SIGNAL CONTROLLER PHASING <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th colspan="9">SIGNAL POLE, MAST ARM AND SIGNAL HEAD DETAILS</th></tr> <tr> <th rowspan="2"></th> <th>POLE No.</th> <th>POLE TYPE</th> <th>POLE HEIGHT (mm)</th> <th>MAST ARM OR BRACKET LENGTH (mm)</th> <th>SIGNAL HEAD MOUNT HEIGHT (mm)</th> <th>SIGNAL HEAD DIRECTION</th> <th>SIGNAL HEAD TYPE</th> <th>BACKBOARD</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td>R.1</td> <td>XXXX</td> <td>XXXX</td> <td>XXXX</td> <td>XXXX</td> <td>XXXX</td> <td>XXXX</td> <td>XXXX</td> <td>XXXX</td> <td>XXXX</td> </tr> <tr> <td>R.2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>R.3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>R.4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>R.5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>R.6</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>R.7</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>R.8</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>THE REGIONAL MUNICIPALITY OF PEEL</p> <p>SIGNAL INSTALLATION APPROVED AS PER SECTION 144 (31) H.T.A., RSO 1990:</p> <p>APPROVAL DATE:</p>	SIGNAL POLE, MAST ARM AND SIGNAL HEAD DETAILS										POLE No.	POLE TYPE	POLE HEIGHT (mm)	MAST ARM OR BRACKET LENGTH (mm)	SIGNAL HEAD MOUNT HEIGHT (mm)	SIGNAL HEAD DIRECTION	SIGNAL HEAD TYPE	BACKBOARD	REMARKS	R.1	XXXX	R.2										R.3										R.4										R.5										R.6										R.7										R.8																	
SIGNAL POLE, MAST ARM AND SIGNAL HEAD DETAILS																																																																																																					
	POLE No.	POLE TYPE	POLE HEIGHT (mm)	MAST ARM OR BRACKET LENGTH (mm)	SIGNAL HEAD MOUNT HEIGHT (mm)	SIGNAL HEAD DIRECTION	SIGNAL HEAD TYPE	BACKBOARD	REMARKS																																																																																												
	R.1	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX																																																																																											
R.2																																																																																																					
R.3																																																																																																					
R.4																																																																																																					
R.5																																																																																																					
R.6																																																																																																					
R.7																																																																																																					
R.8																																																																																																					
TRI # XXXXXXXX Area X-XX Project No. XX-XXXX Checked by X.X. Drawn by X.X. Plan No. XX-XXXX Date JULY 2014 Sheet X of X Plan No. XXXXX-D		Region of Peel <i>Working for you</i>																																																																																																			

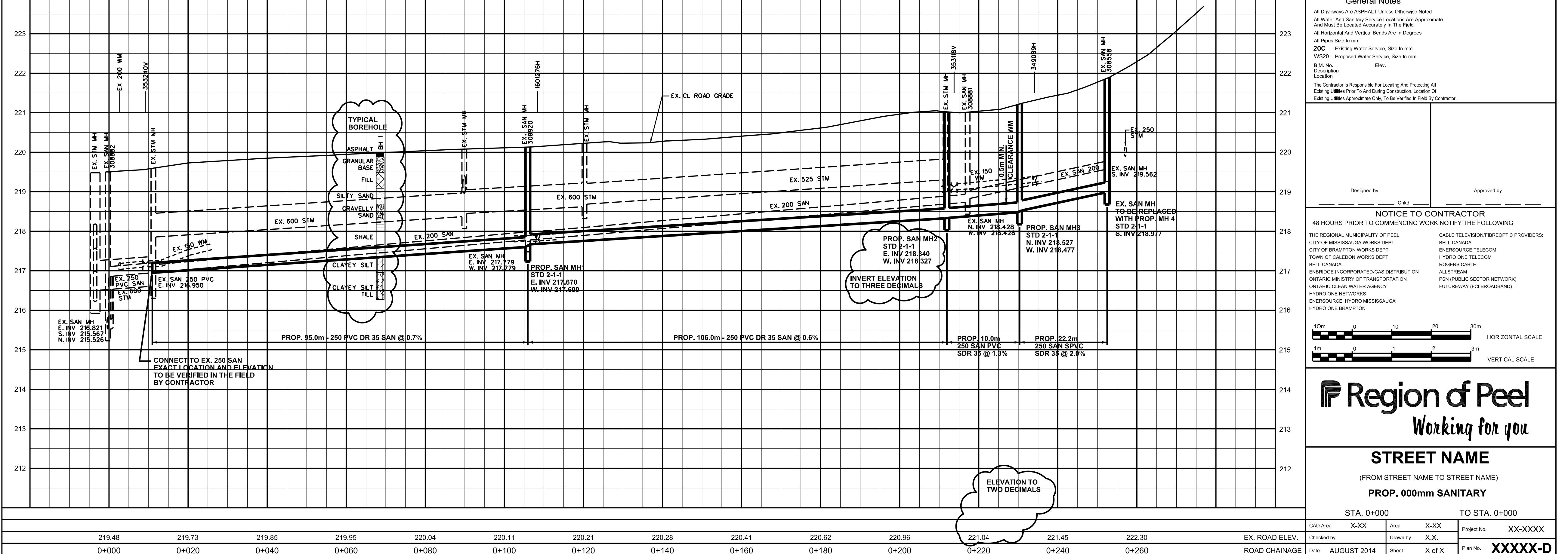
**FOR TYPICAL 50 mm WATERMAIN
ON
CUL-DE-SAC**



SAMPLE OF NOTES FOR
WATERMAIN PROJECT
USE TEXT STYLE
"NOTES"



GENERAL TEXT SETTINGS DESCRIPTION ON THE DRAWING									
TEXT FOR ALL EXISTING UTILITIES (BY OTHERS) IN PLAN AND PROFILE	STYLE	WORKING	0.0	0.8/08	0.4				
TEXT FOR EXISTING WATERMAIN, SANITARY, STORM IN PLAN AND PROFILE	STYLE	WORKING	1.0	1.0/1.0	0.5				
TEXT FOR PROPOSED SANITARY IN PLAN AND PROFILE	STYLE	ARIAL ROUNDED MT BOLD	3.0	1.25/1.25	0.625				
DIMENSION FOR EXISTING	STYLE	WORKING	1.0	1.0/1.0					
DIMENSION FOR PROPOSED:	STYLE	ARIAL ROUNDED MT BOLD	3.0	1.25/1.25					
DIM TEXT STYLE - PROPOSED	STYLE	ARIAL ROUNDED MT BOLD	3.0	1.25/1.25					
TEXT FOR STREET NAME IN KEY PLAN	STYLE	ARIAL	1.0	0.75/0.7	0.35				



NOTES:

1. ALL WORKS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE REGION OF PEEL STANDARDS.
2. ALL SANITARY MAINTENANCE HOLES TO BE PRECAST MAINTENANCE HOLES 1200mm, 1500mm OR 1800mm DIA. AS PER REGULAR STANDARD DRILLING PROCEDURE. THE COVER SHALL BE PLACED OVER THE MAINTENANCE HOLE FRAME AND COVER AS PER REGULAR STANDARD DRILLING PROCEDURE OUTLINED IN THE CONTRACT DOCUMENTS.
3. A COPY OF THE GEOFIS REPORT IS INCLUDED IN THE CONTRACT DOCUMENTS.
4. ALL EXISTING INFORMATION HAS BEEN SHOWN IN ACCORDANCE WITH THE BEST AVAILABLE RECORDS. THE CONTRACTOR SHALL VERIFY LOCATION OF EXISTING UTILITIES PRIOR TO COMMENCING WORK.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PROTECTION AND TEMPORARY RELOCATION OF UNDERGROUND AND ABOVEGROUND UTILITIES DURING CONSTRUCTION.
6. CONTRACTOR SHALL NOT REMOVE OR DAMAGE ANY TREES UNLESS THEY ARE INDICATED AS REMOVAL ITEMS ON THE DRAWING.
7. CONTRACTOR SHALL MAINTAIN FLOW IN ALL EXISTING WATER SERVICES.
8. ALL BACKFILL ON TRAVELED PORTION OF THE RIGHT OF WAY TO BE GRANULAR OR BACKFILLED AND BE COMPACTED TO MINIMUM 95% TRENCH FLOOR PROTECTION.
9. MINIMUM PATHWAY RESTORATION SHALL BE 40mm HL3, 50mm HL8, 150mm GRANULAR "A" AND 450mm GRANULAR "B" TYPE II.
10. ALL DRIVEWAYS DISTURBED SHALL BE RESTORED WITH 300mm GRANULAR "A" AND 300mm GRANULAR "B" PLUS 50mm HL3 FOR PAVED SURFACE.
11. ALL GRAVEL SHOULDER DISTURBED SHALL BE RESTORED WITH 300mm GRANULAR "A" AND 300mm GRANULAR "B".
12. ALL AREAS DAMAGED OR DISTORTED BY THE CONTRACTOR SHALL BE RESTORED TO THE RESTORATION REQUIREMENTS AS SPECIFIED OR OTHERWISE TO THE ORIGINAL CONDITION.
13. CONTRACTOR SHALL RESTORE ALL EXISTING UTILITIES, DRAINAGE AND SEDIMENT CONTROLS AS PER CONTRACT SPECIFICATIONS AND AT LOCATIONS AS DIRECTED BY THE ENGINEER.
14. EXISTING UTILITIES WILL BE REPLACED WITH 125mm DIA PVC DR 28 UP TO THE PROPERTY LINE.
15. BOREHOLE LOG INFORMATION AS SHOWN ON DRAWINGS IS FOR INFORMATION PURPOSES ONLY. REFER TO THE GEOTECHNICAL INVESTIGATION REPORT FOR DETAILED GEOTECHNICAL INFORMATION.

SAMPLE OF NOTES FOR
SANITARY PROJECT
USE TEXT STYLE
"NOTES"

Region of Peel
Working for you

STREET NAME

(FROM STREET NAME TO STREET NAME)

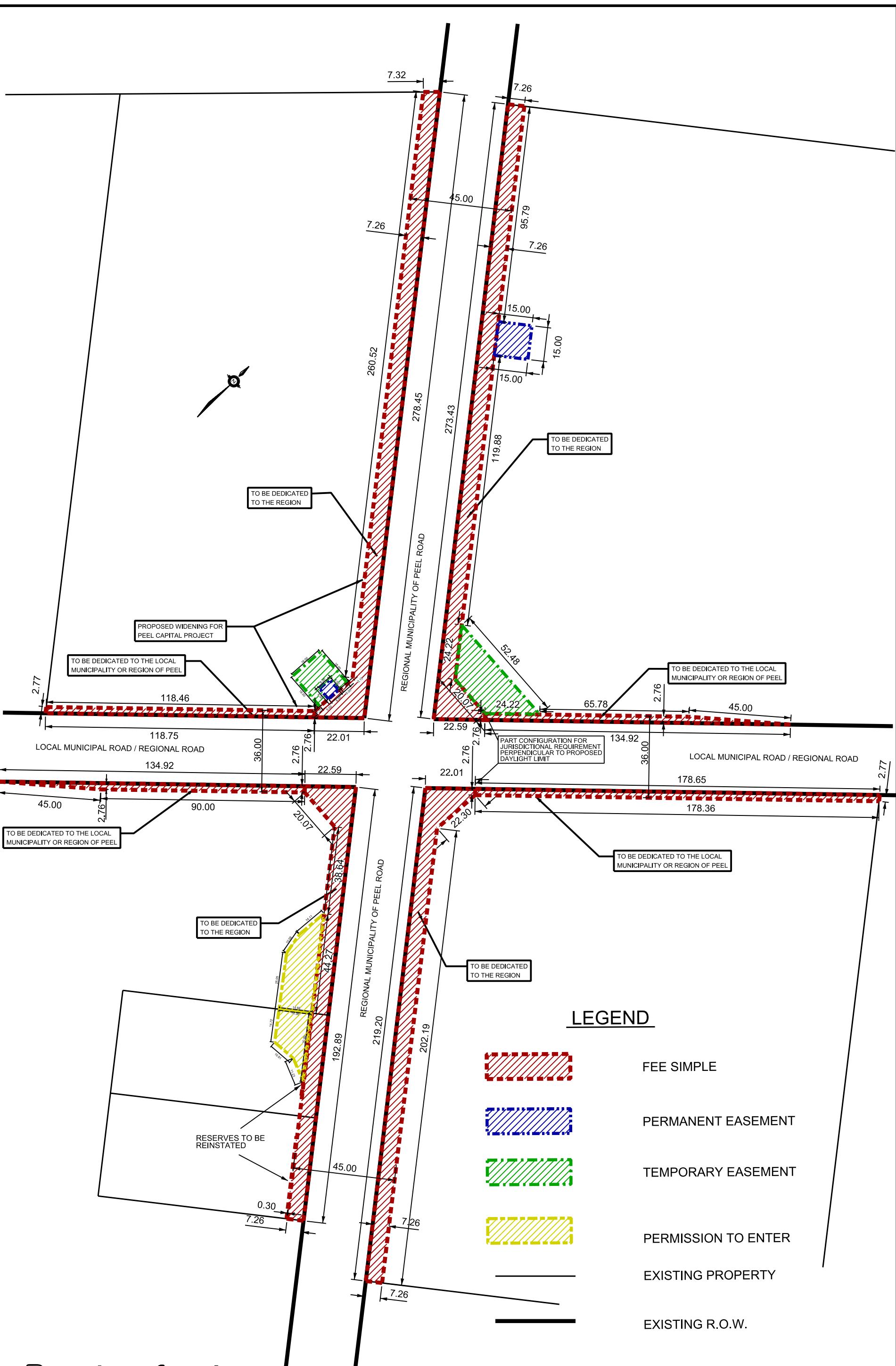
PROP. 000mm SANITARY

STA. 0+000 TO STA. 0+000

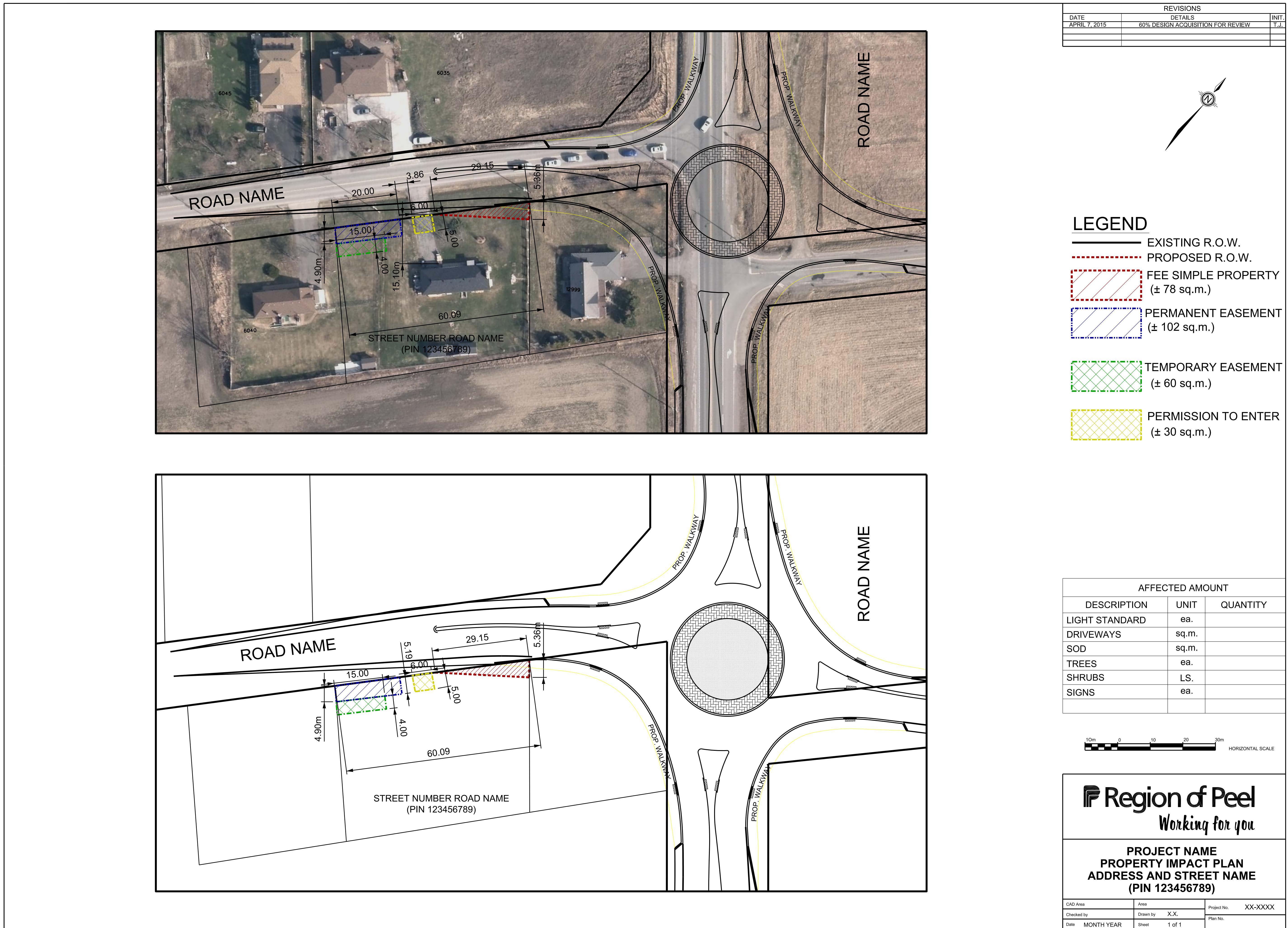
CAD Area X-XX Area X-XX Project No. XX-XXXX

Checked by Drawn by X.X. Date AUGUST 2014 Sheet X of X Plan No. XXXXX-D

Schedule I

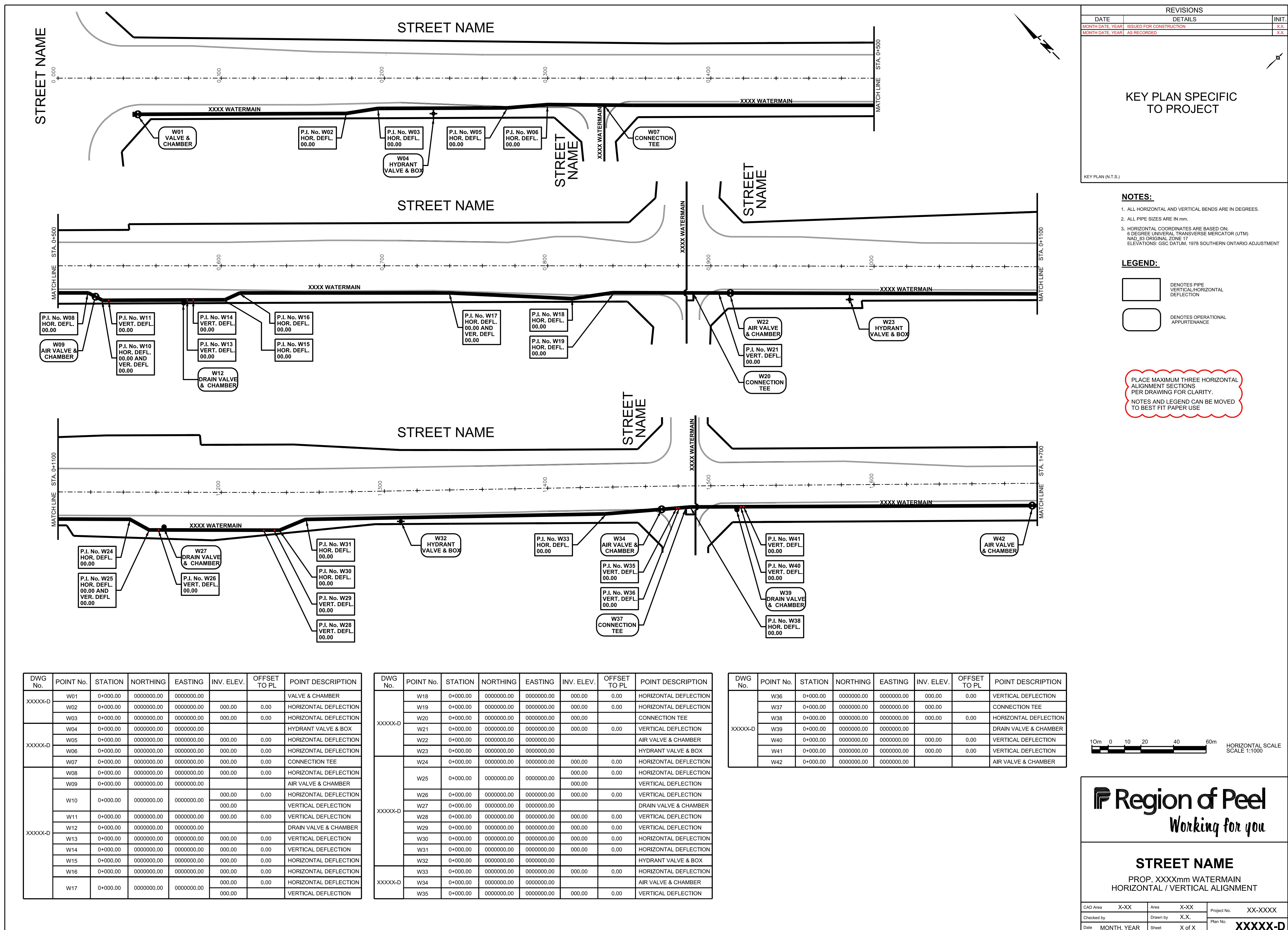


Schedule J



SCALE 1:1000

Schedule K



THIS AGREEMENT dated the ____ day of _____ 200____

FOR

PROFESSIONAL CONSULTING SERVICES

BETWEEN:

**The Regional Municipality of Peel
(the “Region”)**

OF THE FIRST PART

and

(the “Consultant”)

OF THE SECOND PART

WHEREAS the Region intends to proceed with the **DETAILED DESIGN, CONTRACT ADMINISTRATION AND SUPERVISION OF VARIOUS RETAINING WALLS WITHIN THE REGION OF PEEL, PROJECTS 15-4880, 15-4520, 16-4520** (hereinafter referred to as the “Project”);

AND WHEREAS the Consultant has agreed to perform certain professional consulting services in connection with the Project in accordance with the terms and conditions as hereinafter set forth;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Services

- (a) The Consultant shall supply to the satisfaction of the Region, those services as set forth in Schedule “A”. Such services, as changed, altered or added to under Section 4, are hereinafter referred to as the “Services”.
- (b) The Consultant shall skillfully and competently perform the Services, with the standard of care, skill and diligence to be expected by reasonable, prudent professional engineers in the performance of services similar to those called for under this Agreement, in accordance with sound business practices. The Consultant shall employ only skilled and competent staff who will be under the supervision of a senior member of the Consultant’s staff.

- (c) The Consultant shall provide, at the sole cost and expense of the Consultant, save as otherwise provided in this Agreement, all necessary equipment, analysis, transportation, accommodation, staff and technical assistance required in performing the Services.
 - (d) The Consultant shall use the key personnel and such subconsultants as are referenced in the Consultant's Proposal (as defined in Section 3). The Consultant may substitute such personnel or subconsultants or retain additional subconsultants only with the prior written approval of the Region. The Region reserves the right to require that any of the Consultant's personnel or other persons employed by the Consultant, including any subconsultant, in the performance of the Services be replaced. The Consultant shall replace such person or subconsultant immediately upon receipt from the Region of notice in writing requiring it to do so.
 - (e) The Consultant shall be solely responsible for the payment of any subconsultants employed, engaged or retained by the Consultant for the purpose of assisting it in the discharge of its obligations under this Agreement.
 - (f) The Consultant shall co-ordinate the services of all subconsultants employed, engaged or retained by the Consultant and, without limiting the generality of any of the provisions of this Agreement, the Consultant shall be liable to the Region for costs or damages arising from errors or omissions of such subconsultants or any of them.
 - (g) The Consultant shall complete any portion or portions of the Services in such order as the Region may require, and the Region shall have the right to take possession of and use any completed or partially completed portions of the work completed by the Consultant as a result of the completion or partial completion of the Services, notwithstanding any provisions expressed or implied to the contrary.
 - (h) The Consultant shall comply with all laws, rules and regulations applicable to the provision of the Services.
2. **Compensation**
- (a) The Region shall pay the Consultant for the Services performed by the Consultant pursuant to this Agreement in accordance with the provisions set forth in Schedule "B".
 - (b) The Consultant shall, even if the rate of payment set forth in Schedule "B" is based on an hourly, daily or other time-based rate, perform all of the Services, notwithstanding that the value of the time spent by the Consultant in performance thereof exceeds the maximum amount specified in Schedule "B". No such rate shall relieve the Consultant from performing all of the Services or reduce its obligation to one of performing only some proportionate or other part of the Services.

- (c) Any item purchased and charged to the Region's account shall be and remain the property of the Region.

3. **Agreement**

The following documents are incorporated by reference and are included with and form part of this Agreement:

- The Regional Municipality of Peel Request for Proposal dated _____, Document 2018-315P, referring to Project Numbers: 15-4880, 15-4520, 16-4520, and all documents, terms and conditions contained therein (the "RFP");
- The Proposal of the Consultant dated _____, and all documents submitted therewith (the "Proposal");
- All schedules to this Agreement.

4. **Changes, Alterations and Additional Services**

The Region may in writing at any time before or after the execution of this Agreement or at any time before or after the commencement of the Services, delete, vary or otherwise alter (without extending or increasing) the Services, and may, with the consent of the Consultant, extend or increase the Services. If such action by the Region results in an increase or decrease in the cost of the Services, unless provided for otherwise in this Agreement, the cost of the Services shall be adjusted in such amount as shall be agreed upon between the parties in advance, in writing.

5. **Construction Lien Act**

Notwithstanding any provision of this Agreement,

- (i) no sum shall be payable by the Region to the Consultant pursuant to this Agreement if, at any time such sum would otherwise be payable, a claim for lien has been registered against the Project lands, or has been otherwise preserved pursuant to the *Construction Lien Act*, R.S.O. 1990, Chap. C.30, as amended from time to time, including any successor legislation and including any regulations thereunder in force from time to time (the "CLA"), or the Region has received a notice of lien, in relation to the Services; and
- (ii) where any sum which would otherwise be payable by the Region to the Consultant is not so payable because a claim for lien has been registered or otherwise preserved pursuant to the CLA, or the Region has received notice of a lien, such sum shall be payable to the Consultant only at such time when all liens which may be claimed against that sum have expired or been satisfied, discharged or vacated by an order made pursuant to a payment into court in accordance with the CLA.

6. Occupational Health and Safety Act

Without limiting the generality of subsection 1 (h), the Consultant shall comply with the *Occupational Health and Safety Act*, R.S.O. 1990, c. O. 1, as amended, and all regulations made thereunder (the “OHSA”), including , without limitation, all obligations of the Consultant as “employer” under the OHSA. The Consultant shall ensure that the Services are carried out in accordance with the OHSA and shall comply with all requirements thereunder, including, without limitation, the duties to provide a safe workplace, provide information and educate workers on workplace hazards, appoint a competent supervisor, prepare and provide a health and safety policy, implement a comprehensive health and safety program to support the policy and to take every reasonable precaution to protect the safety of workers.

7. Insurance

- (a) The Consultant shall obtain and maintain, at its own expense, the insurance coverage listed below, and as may be further particularized in the RFP.
 - (i) **Commercial General Liability Insurance**
From the time of commencement of performance of the Services until the completion of the Services, the Consultant shall continuously maintain Commercial General Liability Insurance including bodily injury and death, personal injury, property damage including loss of use thereof, contractual liability, non-owned automobile liability, owner’s and contractor’s protective, products and completed operations and employer’s liability, with coverage including the activities and operations conducted by the Consultant and those for whom the Consultant is responsible in law. These policies shall be written on an occurrence basis with coverage for any one occurrence or claim of not less than **\$2,000,000** will contain cross liability and severability of interests clauses of standard wording and will name the Region as an additional insured to the policy.
 - (ii) **Professional Liability Insurance**
From the time of commencement of performance of the Services until three years following the completion of all services rendered by the Consultant to the Region in connection with the Project, the Consultant shall continuously maintain Professional Liability Insurance in an amount of not less than **\$1,000,000**. The coverage under this policy shall cover losses arising out of an error or omission in the rendering of or failure to render the Services in connection with the Project at any time including at any time prior to the execution of this Agreement.
- (b) All policies of insurance shall be written with an insurer licensed to do business in the Province of Ontario and shall be in form and content acceptable to the Region acting reasonably. All policies shall be non-contributing with and will apply only as primary and not excess to any other insurance available to the Region. The coverage provided by these

policies will not be changed or amended in any way nor cancelled by the Consultant until 30 days after written notice of such change or cancellation has been personally delivered to the Region, and all policies of insurance shall contain an undertaking by the insurers to notify the Region in writing not less than 30 days prior to any material change, cancellation, lapse or termination of the policies.

- (c) The Consultant shall, within seven days of notification that it has been awarded the contract for the performance of the Services, provide evidence of the insurance coverage referred to in this Agreement in the form of an original signed Certificate of Insurance satisfactory to the Region; and from time to time, as such coverage expires or is replaced, shall provide original signed Certificates evidencing renewals or replacements thereof satisfactory to the Region, all of which Certificates which may be permanently retained by the Region.

8. Documents

- (a) Subject to payment by the Region in accordance with the terms of this Agreement, all plans, drawings, designs, details, models, specifications, reports, maps, records, deliverables and other documents and information, including without limitation "as built" records, prepared or developed by the Consultant in the course of the performance of the Services (the "Documents") shall be and remain the sole property of the Region.
- (b) The Consultant hereby grants to the Region, or agrees to obtain for the Region, a permanent, irrevocable, royalty-free, cost-free license to forever use, reproduce and distribute the Documents for the purposes of the Project, for future operation and maintenance of the Project and/or in connection with modifications to and expansion of the Project, and/or in connection with any other project undertaken by the Region. The Consultant acknowledges that it will obtain such rights from all of its consultants, and obligate such consultants to obtain such rights from all of their subconsultants, so that the Consultant can grant the above-noted license.

9. Patents

The Consultant hereby grants to the Region, or agrees to obtain for the Region, a permanent, irrevocable, non-exclusive, royalty-free, cost-free license to use any concept, product or process, which is patentable or capable of trademark, resulting from the Services rendered by the Consultant in connection with the Project, for the purposes of the Project, for future operation and maintenance of the Project and/or in connection with modifications to and expansion of the Project. The Consultant acknowledges that it will obtain such rights from all of its consultants, and obligate such consultants to obtain such rights from all of their subconsultants so that the Consultant can grant the above-noted license.

10. **Confidential Information/Ownership and Disclosure of Consultant Submissions**

- (a) The Consultant agrees to protect and maintain the confidentiality of all personal or other information, including all personal health information, that the consultant accesses or of which the consultant acquires knowledge of as a result of the services in this Contract, and agrees to use, collect, disclose, retain, protect and dispose of the personal (health) information only in accordance with all privacy legislation applicable to the Region where it is acting on behalf of the Region. Disclosure of any information shall be done only with the Region's prior written consent. The provisions of the indemnity clause in this Contract apply to any breach of privacy or confidentiality in this clause. The Consultant shall ensure that its directors, officers, employees, agents, subcontractors and anyone else for whom it is responsible in law all adhere to the requirements of this section regarding privacy and confidentiality.
- (b) The Region, and the Region's responsibilities under this Contract, are subject to all applicable privacy legislation including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c.M.56, as amended ("MFIPPA") and/or the *Personal Health Information Protection Act, 2004* ("PHIPA") with respect to the collection, use, disclosure, retention and protection of confidential, sensitive or personal (health) information under the Region's custody and control. Under an MFIPPA request, all documents provided to the Region by the consultant pursuant to the procurement process which led to this Contract, and the Contract itself and associated documents, may be required by law to be made available to a requesting member of the public, with the possible exception that the party submitting certain information requests that it be treated as confidential and that there is an appropriate exemption to disclosure in MFIPPA, or a non-disclosure requirement in either MFIPPA or PHIPA.
- (c) The Consultant's Submission, along with all correspondence, documentation and information provided to the Region by any consultant in connection with or arising out of the Consultant's Submission, once received by the Region, shall become the property of the Region and may be appended to any agreement and/or purchase order with the successful consultant. Consultants must identify in their Submissions any scientific, technical, proprietary, commercial or other confidential information, the disclosure of which could cause them injury.
- (d) In purchases where a public opening of the Consultant's Submission will be taking place, the name of each consultant and the lump sum price contained in their Submission shall be read out by the Region at the public opening.
- (e) Where award is to be made by Regional Council, the Peel Police Services Board or the Board of Directors of Peel Housing Corporation, information regarding all Consultant Submissions, including names of each consultant, lump sum prices and the annual or overall value of the Contract and/or Consultant Submissions shall be included in public reports to Regional Council or the relevant Boards such that the information is released publicly. The Consultant acknowledges that the Region cannot guarantee it can honour requests to keep Consultant information confidential in light of applicable law requirements, and also in

light of the need for transparency and public disclosure where release of consultant information in public Council reports related to a specific project or procurement process is necessary.

11. Records and Audit

- (a) The Consultant shall keep and maintain full, detailed and complete records and accounts of all of its costs in accordance with the Region's requirements, including without limitation, records of the hours worked by and salaries paid to its staff employed for the purposes of the Project.
- (b) The Region or its agent at all reasonable times may inspect, audit, and obtain photocopies of all such records, including books, payroll, accounts, receipts, timesheets, correspondence and memoranda pertaining to the Services.
- (c) Unless specifically indicated otherwise in Schedule "B", when claiming reimbursement of expenses, the Consultant shall submit to the Region detailed expense sheets, copies of receipts, invoices and all such documents and materials in respect of such expenses.

12. Inspection

The Region, or persons authorized by the Region, shall at all times have access to the work site to monitor the progress of the Consultant and shall have the right, at all times, to inspect or otherwise review the Services performed, or being performed and the premises where they are being performed.

13. Reporting of Progress

Unless specifically indicated otherwise in this Agreement, the Consultant shall provide the Region with a written report showing the portion of the Services completed in the preceding month, in accordance with the terms of the Proposal, and as may be otherwise reasonably requested by the Region.

14. Schedule

- (a) The Consultant shall perform the Services (including all portions thereof) and shall deliver such Documents and deliverables required in performance of the Services in a timely manner and within the timelines set out in the Proposal (hereinafter the "Schedule").
- (b) No change or adjustment to the Schedule shall be permitted unless the Consultant obtains the prior written agreement of the Region to such change or adjustment.

15. No Contracting for Construction

Neither the Consultant nor any person, firm or corporation associated or affiliated with or subsidiary to the Consultant shall tender for the construction of the

Project, or have an interest either directly or indirectly in the construction of the Project.

16. Suspension or Termination

- (a) The Region may at any time by notice in writing to the Consultant, suspend or terminate the Services or any portion thereof, with or without cause, in its sole and absolute discretion, and without any liability to itself, and thereupon:
 - (i) the Region shall, unless such termination is due to any breach or default under this Agreement by, or any negligence on the part of, the Consultant, be liable for payment to the Consultant for those monies attributable to the part of the Services performed to the satisfaction of the Region to the earlier of the date of failure or termination specified in such notice or of the date of receipt of such notice by the Consultant;
 - (ii) the Consultant shall have no claim, including for any loss or damages, against the Region except for payment for such of the Services satisfactorily performed as described in subsection 16(a)(i) hereof;
 - (iii) the Consultant shall immediately discontinue the Services on the date and to the extent specified in the notice and shall place no further orders for materials or services for the terminated or suspended portion of the Services;
 - (iv) in the event that the Region suspends the performance of the Services in whole or in part, the Consultant shall resume performance thereof if and to the extent that such suspension is lifted by written notice from the Region; and
 - (v) nothing contained herein shall limit the rights of the Region to recover damages or to pursue such other remedies from the Consultant to which the Region may be entitled, arising from the failure of the Consultant to perform the Services satisfactorily or in accordance with the terms of this Agreement.
- (b) Upon the completion, termination or suspension of this Agreement for any reason whatsoever, the Consultant shall promptly deliver to the Region all Documents used or prepared by the Consultant in connection with the Project, including all originals in the possession of the Consultant and anyone employed or engaged by the Consultant or anyone on the Consultant's behalf, and all electronic files. In the event that the Consultant fails to comply with its obligations hereunder, the parties herein agree that the Region shall be entitled, in addition to any other remedies to which it may be entitled, to appropriate equitable relief, including, without limitation, the remedy of specific performance as money damages will be an inadequate remedy with respect to the receipt of such Documents by the Region.

17. Indemnification

- (a) The Consultant shall indemnify and save harmless the Region, its elected officials, officers, servants, employees, agents, successors and assigns, from and against all claims, demands, actions, losses, damages, suits, proceedings, expenses, costs, including all legal fees and disbursements, of every nature and kind whatsoever which the Region, its elected officials, officers, servants, employees, agents, successors and assigns may suffer, arising out of, or attributable to:
 - (i) the negligent or wrongful acts or omissions of the Consultant, its officers, directors, servants, employees, agents, successors, assigns, and anyone for whom at law the Consultant is responsible, in the performance of the Services;
 - (ii) any breach of the obligations of the Consultant under this Agreement;
 - (iii) any action, including the registration or other preservation of a claim for lien, brought pursuant to the CLA in respect of the provision of the Services;
 - (iv) any claim made against the Region for the payment of any statutory holdbacks that the Region may be required to retain under the CLA in respect of the provision of the Services, should the Region fail or decline to retain such holdbacks from payments made to the Consultant; and
 - (v) the use of any composition, secret process, invention, copyright, patent, intellectual property, article or appliance, furnished, used or supplied in the performance of the Agreement, of which the Consultant is not the owner, patentee, assignee or licensee.
- (b) For greater certainty, and without limiting the intent of any other terms of this Agreement, the obligations of the Consultant in subsection 17(a) shall survive the completion of the Services in whole or in part and the termination of the Agreement.

18. Arbitration

- (a) In the event of a dispute, misunderstanding or difference of opinion between the Region and the Consultant relating to or arising out of this Agreement, the parties may, upon the mutual written agreement of both of them, agree that the matter shall be decided by arbitration.
- (b) In the event that the parties agree to arbitration pursuant to subsection 18(a), the arbitration shall be conducted by a single arbitrator chosen by the parties. If the parties are unable to agree to an arbitrator, an arbitrator shall be appointed pursuant to the Arbitration Act, 1991 S.O. 1991, Chap. 17, as amended. No person shall be appointed to act as arbitrator who is

in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either the Region or the Consultant.

- (c) The arbitration award shall be final and binding on the parties and shall not be subject to appeal. Each party shall pay its own costs and one-half of the costs of the arbitrator. Except as may be otherwise provided for in this Agreement, the arbitration shall proceed in accordance with the Arbitration Act, 1991 S.O. 1991, Chap. 17, as amended.

19. **Assignment**

The Consultant shall not assign this Agreement without obtaining the prior written consent of the Region.

20. **Amendments**

This Agreement, including all documents referenced in Section 3, sets forth all the terms, obligations, covenants, promises, agreements, conditions and understandings between the parties, and there are no covenants, promises, agreements, conditions or representations, either oral or written, between them other than as stated herein. No amendment to this Agreement shall be binding upon the parties unless in writing and signed by both of them.

21. **Governing Law**

This Agreement and each of the documents contemplated by or delivered under or in connection with this Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein and shall be treated in all respects as an Ontario contract. The parties hereby irrevocably and unconditionally attorn to the jurisdiction of the courts of the Province of Ontario and all courts competent to hear appeals therefrom.

22. **Notices**

- (a) Any notice to be given under the terms of this Agreement shall be deemed to be sufficiently and effectually given if delivered by hand or mailed by prepaid registered post, or sent by facsimile transmission, addressed as follows:

In the case of the Region:

The Regional Municipality of Peel

10 Peel Centre Drive, Suite A

Brampton, ON L6T 4B9

Fax Number: (905) 791-1442

Attention: Gary Kocialek, P.Eng., Director, Transportation, Public Works

In the case of the Consultant:

Consultant's Name:

Address:

Fax Number:

Attention:

or to such other address or number of which either party may from time to time notify the other in writing.

- (b) If any such notice is so given, it shall be conclusively deemed to have been given and received on the date of delivery if delivered, on the next business day if transmitted by facsimile transmission, and on the fifth calendar day following the mailing thereof, if sent by mail as aforesaid.

IN WITNESS WHEREOF the Region and the Consultant have signed this Agreement by their officers duly authorized in that behalf.

) **The Consultant**

)
)
)

in the presence of:

)

) **Name:**

) **Title:**
)
)
)
)

) **Name:**

) **Title:**
)
)
)
)

) **I/We have authority to bind the Corporation**

)
)
)

) **The Regional Municipality of Peel**

Document Execution _____

I/We Have Authority To Bind
The Regional Corporation

)
)

) **Name:**

) **Title:**
)
)
)
)

) **Name:**

) **Title:**
)
)
)

) **I/We have authority to bind the Corporation**

SCHEDULE "A"

To the Agreement between
The Regional Municipality of Peel
and _____, dated _____

The Consultant shall provide the services more particularly described herein, ensuring that the project approach, staffing, organization, methodology and schedule are in accordance with the Proposal.

Services:

Detailed Design, Contract Administration, and Inspection of Various Retaining Walls within the Region of Peel, Projects 15-4880, 15-4520, 16-4520 as per the Request for Proposal (RFP) 2018-315P, Issued _____ and as specified in the Proposal prepared by _____ dated _____ to the RFP Document 2018-315P.

SCHEDULE "B"

To the Agreement between
The Regional Municipality of Peel
and _____, dated _____

FEES AND DISBURSEMENTS

1. The Region shall pay the Consultant a fee for the Services, calculated on a time basis, provided however, that the total fees for the Services, exclusive of disbursements and HST, shall not exceed the sum of _____.
2. Fees on a time basis for personnel, staff or personnel classifications specifically identified in the Proposal shall be billed by the Consultant in accordance with the hourly or per diem flat rates indicated therein. Billing rates for staff or classifications other than those identified in the Proposal shall be submitted by the Consultant to the Region for review and are subject to the approval of the Region.
3. In addition to the fee, and subject to the RFP and the conditions herein, the Consultant shall be reimbursed for those disbursements incurred and required in connection with the Services, provided, however, that the total amount of disbursements to be paid by the Region shall not exceed the sum of _____. Reimbursement of disbursements shall be subject to the following conditions:
 - (i) Disbursements shall be paid at cost;
 - (ii) Automobile travel costs, when payable, shall be paid on the same basis and at a rate that does not exceed that paid to Regional employees, and shall not include charges related to the use of Highway 407;
 - (iii) Charges pertaining to use of personal computers (laptops) or cell phones are not permitted;
 - (iv) Meal costs are not permitted; and
 - (v) Overtime premium costs are not reimbursable.
4. The Consultant shall submit monthly invoices properly prepared in a form acceptable to the Region, showing details of the portion of the Services completed and the hours expended by the Consultant's staff and subconsultants and their staff in carrying out the Services covered by the said invoice, and the Region shall pay monthly such invoices properly prepared and submitted, within 30 days of receipt. In the event that a portion of a fee or invoice is disputed, the Region shall pay the undisputed portion thereof.

While your firm is performing work for the Agency, the Facility will remain open and accessible to the public and staff members. Your employees, suppliers, and sub-contractors must be made aware of the following list of rules to be followed while they are on the site.

1. The use of company facilities or equipment (such as cafeteria, washrooms, electrical power, water, ladders, etc.) is not permitted unless otherwise specified or pre-approved by the Agency.
2. Inappropriate behaviour or offensive language will not be permitted.
3. Clothing considered to be offensive or unsuitable for a public building will not be worn by the Contractor's staff. Clothing prohibited by the Ministry of Labour Construction Safety Act will not be permitted.
4. People involved in operations where shoes and clothing are badly soiled (roofing, concrete work, demolition, etc.) shall refrain from entering any finished areas of the building.
5. The Agency has developed a Scent Sensitivity Program. Contractors are encouraged to be considerate of others and refrain from using or wearing scented products while at work or prior to coming to work on Regional sites.
6. All employees, suppliers, sub-contractors, or others on site representing the Contractor will be 18 years of age or older.
7. Earphones and electronic devices (such as iPods, mp3 players, etc.) are not permitted on site at any time.
8. A list of all Contractors' and Sub-contractors' personnel who will be on site shall be provided to the Agency upon request. All personnel will sign in and out each time they arrive or leave the site.
9. The Contractor shall rope off or barricade all areas affected by work in progress where injury or inconvenience could occur to the public or the building staff. The installation and removal of ropes, barricades, and associated debris are the responsibilities of the Contractor.
10. Food and drink are not to be consumed in the building except in designated areas and subject to the restrictions listed above.
11. The Region of Peel is a 100 per cent smoke-free worksite. Smoking and vaping are not permitted on the grounds of Regional worksites, including parking lots, owned or operated by the Region of Peel.
12. Drugs and alcohol are not permitted on site.
13. Contractors' staff shall not park their vehicles in unauthorized parking areas. Designated areas for Contractors' parking, deliveries, storage, garbage bins, parking, etc. will be assigned by the Agency.

We / I have read and understand this document and will comply fully with all rules and regulations therein.

Contractor – Authorized Signing Officer

Date



ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACKNOWLEDGEMENT

Contracted employees, third party employees, agents and others who deal with members of the public on behalf of the Region of Peel or participate in the development of policies, practices and procedures governing the provision of goods or services to members of the public must meet the requirements of the Accessibility for Ontarians with Disabilities Act 2005 and its Regulations with regard to training and the provision of goods or services to persons with disabilities. A document describing the training policy, a summary of the contents of the training and details of training dates and attendees must be submitted to the Region of Peel upon request. If a training policy is not yet in place, complete the training module at the following website:

accessforward.ca

I acknowledge the aforementioned requirements:

Company name: _____ Date: _____

Authorized official: _____
Signature _____ Print _____ Title _____



Accounts Payable Application For Vendor Direct Deposit

I hereby authorize the Region of Peel, through the Royal Bank of Canada, to deposit our payments to the bank account as indicated below. I will advise Accounts Payable of any change in this regard and the authorization is to remain in effect until I cancel it in writing with the sign off from two company officers.

Only original and faxed applications will be accepted. Please **do not e-mail** this application.

Attach a cheque here (mark cheque "Void"):

233

"Void"

233	99999	001	0002345611
Cheque Number	Branch	Bank Number	Account Number

Detailed Banking Information

Bank Name:	<hr/>
Address:	<hr/>
Branch Transit:	Bank Number: _____ Account Number: _____

Company Information

Company Name:	<hr/>
Company Mailing Address:	<hr/>
Receivable E-mail Address for EFT Payment Notification:	<hr/>

Company Officers

Name: <hr/> Title: <hr/> E-mail: <hr/> Phone Number: _____ - _____ - _____ Fax Number: _____ - _____ - _____ Signature: <hr/>	Name: <hr/> Title: <hr/> E-mail: <hr/> Phone Number: _____ - _____ - _____ Fax Number: _____ - _____ - _____ Signature: <hr/>
Date Requested: _____ / _____ / _____	

When completed, mail or fax this application with original signatures to:

Region of Peel, Finance, PO Box 458, Brampton, ON L6V 2L4 Fax 905-791-5863 Tel 905-791-7800 Ext. 4284

Proposal

SUBMISSION
LABEL

Document 2018-315P

Do Not Open
Before Opening Time

The Regional Municipality of Peel Purchasing Division

10 Peel Centre Dr., Ste A, 1st Fl, Rm 101
Brampton, ON L6T 4B9

From: _____

Description: DETAILED DESIGN, CONTRACT
ADMINISTRATION, AND SUPERVISION OF
VARIOUS RETAINING WALLS WITHIN THE
REGION OF PEEL, PROJECTS_ 15-4880, 15-
4520, 16-4520

Closing Date: _____
12:00 Noon



Please complete, cut out, and affix this label to the front of your sealed envelope for submission.

Proposal

PRICING
LABEL

Document 2018-315P

Do Not Open
Before Opening Time

The Regional Municipality of Peel Purchasing Division

From: _____

Description: DETAILED DESIGN, CONTRACT
ADMINISTRATION, AND SUPERVISION OF
VARIOUS RETAINING WALLS WITHIN THE
REGION OF PEEL, PROJECTS_ 15-4880, 15-
4520, 16-4520

Closing Date: _____

12:00 Noon



Please complete, cut out, and affix this label to the front of your separate sealed PRICING envelope.