

TOWN OF FORT FRANCES

TERMS OF REFERENCE

FOR

A FIRM TO COMPLETE THE INTERNAL QUALITY ASSURANCE AUDIT OF THE
TOWN OF FORT FRANCES MUNICIPAL AIRPORT SAFETY MANAGEMENT
SYSTEM FOR 2019

R.F.P. NO. 19-0F-12

August 28, 2019

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**TOWN OF FORT FRANCES
REQUEST FOR ROPOSAL**

FOR

**A FIRM TO COMPLETE THE INTERNAL QUALITY ASSURANCE AUDIT OF THE
TOWN OF FORT FRANCES MUNICIPAL AIRPORT SAFETY MANAGEMENT
SYSTEM FOR 2019**

R.F.P. NO. 19-0F-12

The Town of Fort Frances wishes to obtain proposals from a reputable firm to complete the internal audit of the Town of Fort Frances Municipal Airport Safety Management System in accordance with Transport Canada Specifications. Sealed proposals, in triplicate and clearly marked shall be submitted to:

**Doug Brown, P.Eng, Administrator
Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario P9A 3P9**

**A FIRM TO COMPLETE THE INTERNAL QUALITY ASSURANCE AUDIT OF THE
TOWN OF FORT FRANCES MUNICIPAL AIRPORT SAFETY MANAGEMENT
SYSTEM FOR 2019
RFP 19 - OF - 12**

and must be received no later than:

TUESDAY, September 24, 2019 AT 2:00 P.M. (CST)

Proposals will be opened publicly immediately thereafter in the Committee Room of the Civic Centre.

Information and documents relating to this Request for Proposal, are available at the Information Desk, Fort Frances Civic Centre, 320 Portage Avenue, Fort Frances, Ontario P9A 3P9. 807-274-5323.

Questions regarding this proposal must be directed to Travis Rob, Manager of Operations and Facilities, at telephone (807) 274-9893 facsimile (807) 274-7360 email trob@fortfrances.ca

The lowest or any proposal will not necessarily be accepted. The Town reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the Contract in the best interest of the Town in its sole and unfettered discretion. The accepted proposal must be approved by Council.

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SECTION 2

GENERAL INFORMATION AND INSTRUCTIONS

2.1 INTENT OF THE REQUEST FOR PROPOSALS

The purpose of the request for proposals is to retain a reputable firm to complete the Internal Quality Assurance Audit of the Fort Frances Municipal Airport Safety Management System. These activities involve the following:

1. Review the various reports and plans relating to the Safety Management System
2. Conduct site inspections to verify compliance with all plans and related Canadian Aviation Regulations (CAR's)
3. Complete all activities in strict compliance with Transport Canada Regulations surrounding Internal Auditing of Safety Management Systems.
4. Complete and present a draft final report including all finding forms to the Town SMS Committee and take revisions.
5. Complete required revisions and submit final report to the Town before December 1, 2019.
6. The successful firm will be required to travel to the Town of Fort Frances to conduct the Site inspection.

2.2 QUALIFICATIONS

The lowest or any proposal will not necessarily be accepted. The Town reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the contract in the best interest of the Town in its sole and unfettered discretion. An accepted proposal must be approved by Council.

2.3 CLOSING DATE

The Request for Proposals closes at 2:00p.m. Local Time (C.S.T.), Tuesday, **September 24, 2019** and will be publicly opened immediately thereafter at the Committee Room, Civic Centre, Fort Frances, Ontario.

Three (3) copies of the proposal, fully completed, sealed and marked "**R.F.P. No. 19-0F-12**" must be delivered by mail or otherwise, to the Administrator, not later than 2:00 p.m. (C.S.T) on the closing date.

2A INFORMAL PROPOSALS

All proposals provided and all entries shall be in ink or typewritten. Proposals which are incomplete, conditional or obscure or which contain additions not called for, erasures, alterations or irregularities of any kind, or in which any of the prices are obviously unbalanced, may be rejected as informal.

The Town reserves the right to disqualify proposals not submitted in strict accordance with the terms and conditions of the Terms of Reference.

2.5 ERRORS AND OMISSION

The Firm shall examine the Terms of Reference Documents as soon as possible. Any errors, omissions or conflicts discovered shall be reported to the Manager of Operations and Facilities immediately.

Verbal instruction and/or communications will not be accepted.

2.6 LIST OF ADDENDA

During the request for proposals period, Firms may be advised by Addenda of required additions to, deletions from, or alterations in the Terms of Reference Documents. All such changes shall become an integral part of the Terms of Reference Documents and shall be allowed for in arriving at the Total Proposal Price. All Addenda received during the request for proposals period shall be acknowledged.

2.7 PROPOSAL WITHDRAWAL AND AWARD

Proposals received by the Administrator prior to Closing may be withdrawn upon written application only. The last proposal received shall invalidate all previous proposals received from the same Firm. Withdrawal of proposals shall be by letter bearing an official company or corporation signature and seal only.

No contracts will be awarded until after the proposal has been approved by Council.

Council reserves the right to:

- i) reject any recommendation;
- ii) reject any or all proposals;
- iii) accept any proposal deemed to be in the best interest of the Town, or
- iv) disqualify proposals not submitted in strict accordance with requirements of the terms of reference documents.

Exception may be made to any contract, which is funded by a Ministry of the Province of Ontario on behalf of the Corporation. However, any final decision for awarding of a Contract is subject to the concurrence of the Council.

Firms are informed that it is a condition of the Terms of Reference Documents that each proposal shall remain in force from the closing date of the request of proposal until forty-five (45) calendar days thereafter unless the Architecture Firm has been formally rejected.

2.8 TAX MANAGEMENT (HST)

As it is the responsibility of the Firm to determine levy and collection of the Harmonized Sales Tax (HST), amounts bid shall show separately the HST amount, or alternatively cite the basis of exemption in lieu thereof.

2.9 ONTARIO RETAIL SALES TAX

Where contracts are awarded to non-resident Ontario Firms, they are required to either:

- a) Provide a copy of a valid Retail Sales Tax Vendor Permit, or

- b) file with the Town a copy of the letter of compliance issued by the Ontario Retail Sales Tax Branch.

Failure to comply will result in 4% of each payment due to the Contract to be withheld for remittance to the Treasurer of Ontario.

2.10 FAX TRANSMITTAL

Proposals may be submitted by Fax transmittal (807-274-8479) subject to additional conditions:

- i) All terms and conditions outlined in the Terms of Reference apply, including duplicate fax transmittals
- ii) All original proposal documents and enclosures are received within forty-eight (48) hours of the closing date of the request for proposals, and
- iii) The Town assumes no responsibility whatsoever for proper receipt of such Fax transmittals.

2.11 MUNICIPAL FREEDOM OF INFORMATION PROTECTION OF PRIVACY ACT

The Town is governed by the Municipal Freedom of Information and Protection of Privacy Act, therefore Firms must accept that proposal contents can be made public as a condition of the request for proposal process.

2.12 PAGES NUMBERED

All pages of the proposal document submitted must be numbered.

2.13 LOCATION OF FORT FRANCES

The Town of Fort Frances is located in the District of Rainy River, approximately 350 kilometers west of Thunder Bay, Ontario and 425 kilometers East of Winnipeg, Manitoba. The Town is bounded to the north and the east by Couchiching First Nation and the unorganized Township of Miscampbell, to the west by the Township of Alberton, and to the south by the United States of America . Also please note that Fort Frances is in the Central Time Zone.

2.14 FIRM'S INSURANCE

The successful Firm shall take out and keep in force throughout the duration of the Contract, a comprehensive policy of Professional Liability in the amount of not less than \$2,000,000.00 inclusive per occurrence.

The Town of Fort Frances shall be named as an additional insured thereunder, a certified copy of the policy or certificate thereof shall be deposited upon signing of the Agreement or as the Town may direct.

2.15 INQUIRIES

Questions regarding the Terms of Reference must be directed to:

Travis Rob, P.Eng
Manager of Operations and Facilities
Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

Telephone: 807-274-9893 ext 1316
Fax: 807-274-7360
Email: trob@fortfrances.ca

SECTION 3

PROJECT DESCRIPTION

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- 3.2 SCOPE OF WORK
- 3.3 OTHER SPECIFICATIONS FOR THE AUDIT ACTIVITIES

SECTION 3

PROJECT DESCRIPTION

3.1 GENERAL INFORMATION ON THE DESIGN ACTIVITIES

The successful firm will undertake a detailed internal quality assurance audit of the Town of Fort Frances Safety Management System and related plans and policies. This work will include the review of site conditions and compliance with TP312, SMS and related plans, specifications and Canadian Aviation Regulations (CARs).

3.2 SCOPE OF WORK

The purpose of the request for proposals is to retain a reputable Firm to complete the internal audit of the Town of Fort Frances Municipal Airport Safety Management System including the follow components

1. Town of Fort Frances Airport Safety Management System Plan
2. Wildlife Management Plan
3. Winter Maintenance Plan
4. TP312
5. Airport Operations Manual
6. Emergency Plan
7. Obligations of the Operator

3.3 OTHER SPECIFICATIONS FOR THE AUDIT ACTIVITIES

1. The Town is requiring that the successful firm complete the audit in as timely fashion as possible such that the Town will be in receipt of the final audit report by December 1, 2019. The intent is to award the contract to the successful firm on October 15, 2019. Each firm shall include a proposed schedule with their proposal. The successful firm shall submit a formal schedule of work including important dates and milestones to the town, prior to commencing work.
2. The Town of Fort Frances has a committee to oversee SMS activities and this committee will play an integral role in the audit activities.

SECTION 4

PROPOSAL REQUIREMENTS

4.1 PROPOSAL REQUIREMENTS SUBMITTED BY FIRM

The proposals prepared by the Firms will clearly indicate that the audit works will be carried out in accordance with the **Terms of Reference 19-0F-12**. The Firm's proposal must contain at least, but is not necessarily limited to the following:

- 1) A work chart or work schedule showing the timing of the major tasks and milestones
- 2) The Firm shall describe their previous work of this type, highlighting their experience and expertise with the specific requirements of this project. If the Firm intends to partner with others to complete certain components, the experience and expertise of those partner companies must also be described, citing previous relevant work.
- 3) The Firm shall identify the lead auditor and other staff and list the responsibilities of each. Qualifications of the Firm's lead auditor and key personnel should be outlined. Any substitution of staff during the course of the audit works will not be permitted without approval of the Manager of Operations and Facilities.
- 4) Maximum total cost of the project broken down by deliverable, where major tasks or milestones, field inspection work, report writing, printing costs and other disbursements are listed separately.
- 5) Per diem rates for key personnel involved in the project and an estimate of the number of hours that project staff will spend on each specific task.
- 6) A listing of any special circumstances required to complete the audit.
- 7) Identify any possible gaps in the Terms of Reference and how these gaps will be taken into account in the audit activities.
- 8) Submit a listing of previous projects of similar scale or type completed for Municipal or institutional clients.
- 9) Three (3) copies of the proposal will be submitted
- 10) All Documents will be in MS (Word & Excel) Office Format.

4.2 PROPOSAL EVALUATION

The Town of Fort Frances will review the proposal submitted by each individual Architecture Firm during September/October 2019. A scoring system will be utilized on the following categories:

- 1) Quality of the proposal submitted - ease of understanding, required components of the Design Activities, and work schedule.
- 2) Past Experience in completing similar design activities.
- 3) Key Personnel assigned to the project

4) Proposal Cost

5) Schedule

It should be clearly understood that the Town of Fort Frances has the right to assign weighting to each of the 5 above mentioned categories and if any proposal submitted fails to include any mandatory requirements as outlined in the Terms of Reference , the proposal is automatically disqualified.

4.3 OCCUPATIONAL HEALTH & SAFETY PLAN

The proposed Occupational Health and Safety Plan shall outline the Firm's general approach to Occupational Health and Safety.

The successful Firm will be responsible for meeting all of the "employer" obligations under the Occupational Health and Safety Act (OHSA) and shall ensure that all work is carried out in accordance with the OHSA and all applicable 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 a health and safety policy; implement a comprehensive health and safety program to support the policy; and take every reasonable precaution to protect the health and safety of workers.

Each Firm shall submit a statutory declaration with the proposal: Appendix "A".

4.4 CONTRACT

The Firm shall include a draft contract of engagement with their proposal.

The Firm shall enter into an audit contract with the Corporation of the Town of Fort Frances. The contract shall indicate that work to be undertaken shall be done to the satisfaction of the Municipality according to the request for proposal and for the amount agreed upon by the two parties. The contract shall also indicate that no additional money shall be paid to the Firm for any additional work for which prior authorization has not been given in writing. The contract shall contain, as a minimum, the Request for Proposal and the Proposal accepted.

APPENDIX "A"

STATUTORY DECLARATION

STATUTORY DECLARATION

In submitting this proposal, I/We, on behalf of _____
Legal Name of Company

certify the following:

- (a) I/We have a health and safety policy and will maintain a program to implement such policy as required by clause 25(2) U) the *Occupational Health and Safety Act*, R.S.O. 1990, c.0 .1, as amended, (the "OHSA").
- (b) With respect to the services being offered in this proposal, I/We and our proposed sub-contractors, acknowledge the responsibility to, and shall:
 - (i) fulfill all of the "employer" obligations under the OHSA and ensure that all work is carried out in accordance with the OHSA and its regulations.
 - (ii) ensure that adequate and competent supervision is provided as per the OHSA to protect the health and safety of workers; and
 - (iii) provide information and instruction to all employees to ensure they are informed of the hazards inherent in the work and understand the procedures for minimizing the risk of injury or illness.
- (c) I/We agree to take every precaution reasonable in the circumstances for the protection of worker health and safety, as required under the OHSA.

Dated at _____ this _____ day of _____ 2019.

(Authorized signing agent for the Firm)

(Title)

(Telephone Number)