



THE MUNICIPALITY OF GREENSTONE

REQUEST FOR PROPOSAL

PAVEMENT CONDITION ASSESSMENT

FOR THE

GREENSTONE REGIONAL AIRPORT

ISSUED BY

The Corporation of the Municipality of Greenstone

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1 INTRODUCTION

The Municipality of Greenstone is requesting proposals for the provision of a Pavement Condition Assessment of Runway 08/26, Taxiway C and main Apron at the Greenstone Regional Airport.

2 BACKGROUND

The Greenstone Regional Airport is owned and operated by The Municipality of Greenstone and open 24 hours per day, seven (7) days per week. The facility is used by medevac aircraft, charter aircraft, forest fire fighting and support aircraft and helicopters.

The existing Runway 08/26, Taxiway C and main Apron pavement structure has reached its theoretical expectancy of 20 years, having been rehabilitated in 1996 with 100mm of asphalt. Ongoing annual crack sealing maintenance has sustained the serviceability of the asphalt structures.

3 SCOPE OF WORK

The intent of the proposed project is to prepare a Pavement Condition Assessment of Runway 08/26, Taxiway C and main Apron and to project an expected time line for rehabilitation.

3.1 PROFESSIONAL SERVICES

Geotechnical Investigation

- a) review of background information related to the Runway, Taxiway C and main Apron pavement structures and subsurface and surface drainage systems that support the Runway, Taxiway C and main Apron;
- b) complete a geotechnical investigation programme for Runway 08/26, Taxiway C and main Apron designed to identify existing materials and their structural characteristics;
- c) complete an inspection of the surface and subsurface drainage systems to identify problems and requirements.

Report

Prepare a report outlining the results of the geotechnical investigation including recommendations for a time line for the rehabilitation of Runway 08/26, Taxiway C and main Apron. The report shall include the following minimum components:

- a) existing soil and ground water conditions including soil logs/map testing of soil samples;
- b) evaluation of existing pavement distresses, lateral and transverse cracking, surface failures, frost heaves, structural failures;
- c) subgrade bearing strength;
- d) composition, structural characteristics and suitability of subbase, base and asphalt components of existing runway structure;
- e) recommendation for surface and subsurface drainage system enhancements to extend the life of current pavement infrastructure.

Three (3) copies of the report shall be submitted. The consultant will also submit a digital copy of the report in Microsoft Word format.

4 PROPOSAL SUBMISSION

4.1 General Information and Deadline

Proponents are requested to submit three (3) hard copies of the proposal. Facsimile, email or other forms of transmissions will not be accepted. Proposals should be submitted in an envelope clearly labeled “**Municipality of Greenstone RFP for Pavement Condition Assessment for the Greenstone Regional Airport**” no later than the proposal due date. Late proposals will not be accepted and will be returned to the originator unopened.

Proponents are required to organize the information requested in this RFP in accordance with the format outlined. Failure by the respondent to organize the information required in this RFP as outlined may result in the Municipality, at its sole discretion, disqualifying the respondent from further consideration. A clear and concise presentation of information is strongly encouraged.

4.2 Qualifications and Proposed Approach

The Qualifications and Proposed Approach Document should provide the Municipality with a detailed overview of the qualifications and proposed approach the Proponent brings to the project. The following information is required, at a minimum:

- I. Cover Letter – The proposal must include a letter of transmittal attesting to its accuracy. The cover letter must provide the name, address, telephone and e-mail addresses of the Proponent.
- II. Statement of Qualifications – Proponents shall demonstrate their ability to undertake the project. Additional information may be requested during the evaluation of the qualifications.
- III. Proposed Approach – Demonstrated level of commitment and ability to provide all services as outlined in the RFP; specific outline of how the work will be performed; any special resources the Proponent offers.
- IV. Relevant Project Experience/References – Demonstrated background, successful experience, and relevant knowledge. A reference list of three (3) clients with whom the Proponent has provided similar services shall be provided.
- V. Implementation Timelines – Ability to deliver Proposal in a timely fashion.
- VI. Cost – Competitiveness of price.

4.3 Professional Fees

This section should provide a summary of fees, terms and conditions (if any). All taxes are to be excluded.

5 REVIEW / EVALUATION

Submissions received in response to this RFP will be evaluated based on the following criteria, not necessary in the order presented.

- I. Overall impression of proposal
- II. Proponent qualifications and Experience
- III. Proposed approach
- IV. Costs, Warranty & Professional fees

The following scoring matrix will be utilized by the evaluation team.

Overall Impression – Quality and depth of proposal	10%
Qualifications and Experience – The Proponent will be evaluated on the depth of experience in projects relating to airport asphalt assessments and projected rehabilitation of such and qualifications of individual team member(s). References will also be considered to ensure satisfactory performance on past projects.	25%
Proposed Approach – Evaluated based on proposed approach, work plan, timelines and deliverables.	20%
Costs, Warranty & Professional Fees	45%

The Municipality of Greenstone reserves the right to cancel this RFP at any time for any reason, prior to an official contract/agreement being signed.

6 OTHER REQUIREMENTS AND INFORMATION

1. RFP Closing and Submission

Proposals must be submitted in an envelope clearly marked “**Municipality of Greenstone RFP for Pavement Condition Assessment for the Greenstone Regional Airport**”. The proposals must be submitted prior to **4:00 p.m., Friday, September 30, 2016** to:

Gabrielle Lecuyer, Clerk
Greenstone Administrative Office
The Municipality of Greenstone
1800 Main Street
P.O. Box 70
Geraldton, ON P0T 1M0

2. Questions regarding this proposal must be directed to Darlene Leupen, Airports Manager. Only written questions will be responded to and issued as addendums to this RFP. Any such clarifications or addenda shall become part of the RFP. No interpretation or clarification of the meaning or intent of any part of this RFP will be made orally to any respondent. **All questions will be answered within 3 days of the closing date, after which no further questions will be accepted.** Questions should be emailed to darlene.leupen@greenstone.ca
3. The proponents must be covered by professional liability insurance with minimum coverage of \$1,000,000 and \$2,000,000 for general liability.
4. The Municipality, in its sole discretion, reserves the following rights:
 - a. Supplement, add to, delete or change this document.
 - b. Determine the respondent, if any, that will be selected.
 - c. Cancel the RFP at any time.
 - d. Request additional information after the submittal date, if such information is considered pertinent to aid in the selection process.
 - e. Waive any informalities or irregularities in the submittals or re-advertise.
5. The Municipality accepts no liability for the costs and expenses incurred by the respondent in the responding to this RFP.
6. This RFP is a public document. By responding to this RFP respondents waive any challenge to the Municipality's decisions in this regard. Respondents must indicate which, if any information is considered propriety or confidential technical, financial or other. Notwithstanding the identification of any information as confidential or propriety, the Municipality will rely on the *Municipal Freedom of Information and Protection of Privacy Act*.
7. The successful proponent must make sure that its operation, and all of the services and products that it provides relating to this project, are in accordance with, and appropriately authorized under, all relevant and applicable law. Some of the many laws that might apply are: the Workplace Safety and Insurance Act, 1997, the Occupational Health and Safety Act, the Accessibility for Ontarians with Disabilities Act, 2005. Other laws will also apply, and they could be provincial or federal statutes or regulations, or municipal by-laws and policies. The successful proponent is responsible for applying for and receiving any required authorizations or licences to undertake the work associated with the project.

The successful proponent **guarantees to the Municipality** that it does, and that it will continue to comply with all applicable laws in this regard.

The successful proponent will allow the Municipality to view its books and records, including personnel training records, where reasonably necessary, to satisfy itself that this section is being complied with.