



**Request for Proposal (RFP) For the provision of the Reconstruction of the
Minden Library Retaining Wall**

Tender Information	No. RFP RDS 2026-04 Minden Library Retaining Wall
Issue Date:	Date July 20, 2026
Site Visit:	July 27, 2026 at 10:00am Optional
Closing Date:	August 12, 2026 at 12:00 Noon
Opening Date:	August 12, 2026 at 1:00pm
Address:	Township of Minden Hills 7 Milne Street, PO Box 359 Minden, ON K0M 2K0
Attention:	Zach Drinkwalter, Director of Finance/Treasurer
Last Day for Inquiries:	August 7, 2026 at 4:30pm

Bidder Information

Name/Company: _____

Contact Name: _____

Phone: _____ **Email:** _____

Address: _____

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

THE LOWEST OR ANY SUBMISSIONS MAY NOT NECESSARILY BE ACCEPTED.

1 Table of Contents

2	General Conditions.....	4
2.1	Definitions	4
2.2	Handling	4
2.3	Submission Mandatory Requirements	4
2.4	Manufacturer's Specifications	6
2.5	Equivalent.....	6
2.6	Harmonized Sales Tax (HST)	6
2.7	Multiple Submissions.....	6
2.8	Closing	6
2.9	Opening.....	7
2.10	Withdrawal or Alteration(s).....	7
2.11	Examination of Documents	7
2.12	Omissions, Discrepancies and Interpretations.....	7
2.13	Inquiries	8
2.14	Addenda	8
2.15	Acceptance or Rejection of Submission(s).....	9
2.16	Award Procedures	9
2.17	Ability and Experience of Respondent	10
2.18	Variation of Quantities	10
2.19	Limited Liabilities	11
2.20	Respondent Expense	11
2.21	Contract Negotiations	11
2.22	Conflict of Interest.....	11
2.23	Freedom of Information	11
2.24	Package Submissions Information Release to Other Respondents	12
2.25	Access to Information.....	12
2.26	Warranty	12
2.27	Negotiations.....	13
3	Contractual Requirements	14
3.1	Occupational Health and Safety.....	14
3.2	Workplace Safety Insurance Board (WSIB).....	15
3.3	Indemnification	16
3.4	Force Majeure	16
3.5	Insurance Requirements.....	16
3.6	Bonding.....	18
3.6.1	Bid Bond.....	18
3.6.2	Performance and Material Bond.....	18
3.7	Protection of Work and Property	18
3.8	Regulation Compliance and Legislation.....	18
3.9	Workplace Violence and Harassment.....	19
3.10	Code of Conduct.....	19
3.11	Smoke Free Workplace	19
3.12	Accessibility.....	19
3.13	Contract.....	20
3.13.1	Assignment of Contract	20
3.13.2	Sub-Contracting.....	20
3.13.3	Contract Amendments and Revisions	21
3.13.4	Cancellation of Contract	21

3.14	Conflict of Interest.....	21
3.15	Bankruptcy.....	21
3.16	Governing Laws.....	22
3.17	Delivery and Execution of Work	22
3.18	Pre-Start Meeting.....	22
3.19	Terms of Payment	22
3.20	Settlement of Disputes.....	22
3.21	Guarantee of Performance.....	23
3.22	Successful Respondent Performance Evaluation	24
3.23	Taxes	24
3.24	Notices	24
4	RFP Specifications	25
4.1	Overview	25
4.2	Scope of Work	25
4.3	Respondent Experience.....	26
4.4	Respondent Responsibilities	26
4.5	Township Responsibilities	26
4.6	Utilities.....	26
4.7	Pricing Requirements	26
4.8	Site Visit	26
4.9	General Instructions.....	27
4.10	Other Instructions	27
5	Evaluation Process.....	28
5.1	Evaluation Stages and Total Evaluation Points Available	28
5.2	Total Evaluation Points Available	29
5.3	Appendix A – Submission Requirements	30
5.4	Appendix B – Evaluation Criteria	32
5.5	Appendix C - Experience, References & Contingencies	33
5.6	Appendix D - Suppliers & Subcontractors	34
5.7	Appendix E - Respondent Information	35
5.8	Appendix F – Declaration Form.....	36
5.9	Appendix G - Price & Delivery Schedule.....	37
5.10	Appendix H - Guarantee of Performance/Cancellation of Contract or Provision of Goods and/or Services.....	38
5.11	Appendix I - Agreement Acknowledgement.....	39
5.12	Appendix J – Delivery Notice.....	40
5.13	Appendix K Project Plans	41

2 General Conditions

2.1 Definitions

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

“Corporation/Owner/Township” Refers to the Township of Minden Hills.

“Form of RFP” Refers to this document and its processes.

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

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

2.2 Handling

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

2.3 Submission Mandatory Requirements

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

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

In Person Drop-off Submissions:

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

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

Email submissions

Email submissions can be sent to zdrinkwalter@mindenhills.ca All email submissions should include the subject line **RFP No. RDS 26-004 Minden Library Retaining Wall Reconstruction.**

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

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

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

For questions or concerns regarding this matter, please contact the Township directly as outlined in Section 2.11 – Inquiries of the RFT document.

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

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

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

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

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

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

2.4 Manufacturer's Specifications

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

2.5 Equivalent

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

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

2.6 Harmonized Sales Tax (HST)

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

2.7 Multiple Submissions

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

2.8 Closing

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

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

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

2.9 Opening

A public opening will be held in the Township Administration Office at 7 Milne Street in Minden on **August 12, 2026 at 1:00pm**. Minden Hills Council will consider the submissions results at the August 27, 2026 Regular Meeting of Council. The Successful Respondent will be notified within 7 business days from receiving Council approval.

2.10 Withdrawal or Alteration(s)

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

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

Submissions withdrawn under this procedure cannot be reinstated.

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

2.11 Examination of Documents

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

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

2.12 Omissions, Discrepancies and Interpretations

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

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

The submission of a response shall be deemed proof that the Respondent is satisfied as to all the provisions of the submission, all conditions which may be encountered, all work or goods and/or services required, or any other matter which may enter into the carrying out of the work or supply of goods and/or services referred to in this RFP. No claims will be entertained by the Township based on the assertion by the Respondent that he or she was uninformed as to any of the requirements of this RFP.

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

2.13 Inquiries

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

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

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

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

2.14 Addenda

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

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

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

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

2.15 Acceptance or Rejection of Submission(s)

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

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

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

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

- a) When only one (1) submission has been received as result of the RFP;
- b) Where the lowest responsive and responsible Respondent substantially exceeds the estimated cost of the work or goods and/or services;
- c) When all submissions received fail to comply with the specifications or terms and conditions;
- d) Where a change in the scope of work or provision of goods and/or services or specifications is required the lowest or any submission will not necessarily be accepted. The acceptance of a submission will be contingent upon an acceptable record of ability, experience and previous performance.

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

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

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

2.16 Award Procedures

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

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

Unless stated otherwise the following procedures will apply:

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

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

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

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

2.17 Ability and Experience of Respondent

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

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

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

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

2.18 Variation of Quantities

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

2.19 Limited Liabilities

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

2.20 Respondent Expense

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

2.21 Contract Negotiations

Submission as Binding Document:

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

2.22 Conflict of Interest

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

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

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

2.23 Freedom of Information

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

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

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

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

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

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

2.24 Package Submissions Information Release to Other Respondents

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

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

2.25 Access to Information

The disclosure of information received relevant to the issue of a RFP solicitation or the award of contracts emanating from such solicitations shall be made by the appropriate offices in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended.

All records and information pertaining to tenders, proposals and other sealed bids, which reveal a trade secret or scientific, technical, commercial, financial or other labour relations information supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:

- a) Prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations;
- b) Result in similar information no longer being supplied to the Township where it is in the public interest that similar information continues to be so supplied;
- c) Result in undue loss or gain to any person, group, committee or financial institution or agency; or
- d) Result in information whose disclosure could reasonably be expected to be injurious to the financial interests of the Township.

2.26 Warranty

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

2.27 Negotiations

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

3 Contractual Requirements

3.1 Occupational Health and Safety

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

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

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

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

- a. Successful Respondents acknowledge that they have read and understood the Occupational Health and Safety Act (OHSA) (R.S.O. 1990 C. 0.1) and regulations, made under that statute.
- b. The Successful Respondent shall comply with all health and safety requirements established by the Occupational Health and Safety Act and regulations, the Township and any applicable industry standards. The selected Respondent agrees to assume full responsibility for the enforcement of same.
- c. The Successful Respondent may be required to participate in a pre-project meeting to verify its full understanding of the major contractual requirements and expectations in the area of health and safety before the start of any work.
- d. The Successful Respondent shall understand that its performance will be monitored and that their overall performance will be a major consideration for future contracts with the Owner. The frequency and detail of ongoing project monitoring will be dependent upon the nature of the work and safety precautions specified.
- e. The Successful Respondent shall allow access to the work site on demand to representatives of the Township.
- f. The Township will take all action necessary to support the Successful Respondents health and safety efforts and to ensure that the Township owned and controlled environments in the vicinity of the project are free from hazards.
- g. The Successful Respondent acknowledges and agrees that any breach or breaches of health and safety requirements, whether by the selected Respondent or any of its sub-selected Respondents may invalidate the contract.
- h. The Successful Respondent acknowledges and agrees that any damages or fines that may be assessed against the Township by reason of a breach or breaches of the OHSA by the Successful Respondent or any of its sub-Successful Respondents will entitle the Township to set off the damages so

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

- i. The Successful Respondent shall provide a list of all controlled hazardous materials or products containing hazardous materials, all physical agents or devices or equipment producing or omitting physical agent and any substance, compound, product or physical agent that is deemed to be or contains a designated substance in accordance with the Global Harmonized System (GHS – formally known as WHIMIS) as defined under the Occupational Health and Safety Act and shall provide appropriate Material Safety Data Sheets for these substances used for the performance of the required work, all prior to the performance of said work.
- j. Where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the Successful Respondent shall ensure that the requirements of the Occupational Health and Safety Act and associated regulations are complied with.
- k. The Successful Respondent shall follow Global Harmonized System (GHS) requirements and ensure all employees are given required training and support.
- l. The Successful Respondent shall have a clearly defined safety plan/rescue plan for its workers involved in hazardous activities.
- m. The Successful Respondent agrees at all times to comply with Occupational Health and Safety Standards in the workplace and further agrees to adhere to Health and Safety Standards set out in applicable statutes and regulations and to comply with written Health and Safety Policies of the Township.
- n. Successful Respondents with known poor safety records or with inadequate qualifications or equipment will not be considered for award.
- o. Worker safety is given first priority in planning, pricing and performing the Work;
- p. Its officers and supervisory employees have a working knowledge of the duties of a Constructor and Employer under the Act and the provisions of the Regulations applicable to the Work, and a personal commitment to comply with them;
- q. Workers employed to carry out the Work possess the knowledge, skills and protective devices required by law or recommended for use by a recognized industry association to allow them to work in safety;
- r. Its supervisory employees carry out their duties in a diligent and responsible manner with due consideration for the health and safety of the workers; and
- s. All subcontractors employed by the Successful Respondent to perform part of the Work and their employees are properly protected from injury while carrying out their associated duties.

3.2 Workplace Safety Insurance Board (WSIB)

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

on Appendix A – Submission Requirements.

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

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

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

3.3 Indemnification

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

3.4 Force Majeure

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

3.5 Insurance Requirements

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

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

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

Specific Conditions:

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

General Conditions:

- a) The Successful Respondent shall provide proof of insurance in the form of a Certificate of Insurance.
- b) All policies shall be endorsed to provide the Township with not less than 30 Days' written notice of cancellation.
- c) All policies shall be with insurers licensed to underwrite insurance in the Province of Ontario with an AM Best rating of no less than A-.
- d) Prior to commencement of work or the provision of goods and/or services and upon the placement, renewal, amendment, or extension of all or any part of the insurance, the Successful Respondent shall promptly provide the Township with confirmation of coverage and, if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to the supply of work or the provision of goods and/or services.
- e) All applicable deductibles under the above required insurance policies are at the sole expense of the Successful Respondent.
- f) All policies shall apply as primary and not as excess of any insurance available to the Township.
- g) It is expected by the Township that the Certificate(s) of Insurance will provide confirmation that all insurance requirements as stated above have been met.
- h) Insurance must remain in effect for the duration of the contract, Work or provision of Goods and/or Service(s) as per the terms of this document and other related documents. It will be the responsibility of the Successful Respondent to provide the Township with any and all renewal certificates during this period.

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

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

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

3.6 Bonding

3.6.1 Bid Bond

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

Note:

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

3.6.2 Performance and Material Bond

“Performance Bond” and “Labour & Material Payment Bond” Surety Amount

Upon selection for an award of this Tender, and prior to signing of a Contract or the issuance of a Purchase Order, the selected Respondent will be required to supply the following to the Township:

- a) CCDC 221-2024 Performance Bond in the amount of 50% of the Total Tender price;
- b) CCDC 222-2024 Labour & Material Payment Bond in the amount of 50% of the Total Tender price.

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

3.7 Protection of Work and Property

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

3.8 Regulation Compliance and Legislation

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

Provincial and Federal legislation.

3.9 Workplace Violence and Harassment

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

3.10 Code of Conduct

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

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

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

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

3.11 Smoke Free Workplace

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

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

3.12 Accessibility

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

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

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

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

Web links for information and training purposes are provided below:

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

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

3.13 Contract

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

3.13.1 Assignment of Contract

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

3.13.2 Sub-Contracting

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

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

3.13.3 Contract Amendments and Revisions

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

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

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

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

3.13.4 Cancellation of Contract

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

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

3.14 Conflict of Interest

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

3.15 Bankruptcy

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

3.16 Governing Laws

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

3.17 Delivery and Execution of Work

The Successful Respondent may commence work no earlier than August , 2026. All work must be completed by December 1, 2026.

Once work has commenced, the Successful Respondent shall ensure continuous operations to minimize disruption to the public and Township operations.

3.18 Pre-Start Meeting

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

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

3.19 Terms of Payment

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

- Percentage of work completed
- Holdback amount

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

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

3.20 Settlement of Disputes

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

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

3.21 Guarantee of Performance

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

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

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

- If the Successful Respondent fails to perform the work or provide the goods and/or services in accordance with its obligations under a contract or the award of work or the provision of goods and/or services.
- If there exists unsatisfied claims for damages caused by the Successful Respondent to anyone on the site or in connection with the work or provision of goods and/or services.
- Where there are affidavits of claim of lien, or liens filed against the site and premises on which the work or provision of goods and/or services is done or being done, or reasonable evidence of the probable filing of such affidavits of claim of lien or of filing or registration of liens.

Township's Right to Remedy Default in Provision of Services

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

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

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

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

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

3.22 Successful Respondent Performance Evaluation

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

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

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

3.23 Taxes

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

3.24 Notices

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

4 RFP Specifications

4.1 Overview

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

The Minden Library is located at 176 Bobcaygeon Road, in Minden Ontario. Together with the Minden Cultural Centre and Agnes Jamieson Gallery, the Minden Library provides an important resource and learning center for residents of all ages.

The Township of Minden Hills is seeking a qualified contractor to complete a retaining wall reconstruction, including a block wall structure and four (4) helical piles.

The Township anticipates construction to take place during the summer/fall of 2026.

4.2 Scope of Work

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

- Supply and install all materials as per the engineered drawings attached as Appendix K
- Building permits and inspections
- Preconstruction utility locates
- All temporary fencing, barricades, and traffic control
- Soil Characterization and disposal as per O. Reg. 406/19
- Protection of the public
- All Health and Safety responsibilities as per the OHSA.
- Provide and review shop drawings
- All demolition and material hauling
- All mileage and accommodations
- Mobilization and demobilization

- Equipment, fuel, and mechanical services

4.3 Respondent Experience

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

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

4.4 Respondent Responsibilities

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

4.5 Township Responsibilities

The Township will provide:

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

4.6 Utilities

All utilities locates requests are the responsibility of Successful Proponent.

4.7 Pricing Requirements

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

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

4.8 Site Visit

A site visit is optional and is scheduled for July 27, 2026 at 10:00 am at 176 Bobcaygeon Road, in Minden Hills. Please contact the Director of Public Works at mtimmins@minden hills.ca to confirm attendance.

4.9 General Instructions

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

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

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

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

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

4.10 Other Instructions

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

5 Evaluation Process

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

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

5.1 Evaluation Stages and Total Evaluation Points Available

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

Stage 1 – Review (pass/fail)

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

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

Stage 2 – Rated Criteria (30 points)

Stage 2 will consist of a scoring by the Evaluation Committee of each qualified RFP on the basis of the detailed criteria as displayed in the submitted tender.

The following is an overview of the categories and weightings for the Stage 2 criteria of the RFP:

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

Stage 3 – Pricing (70 points)

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

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

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

80% of the possible points ($120/150 = 80\%$) or **56** points. A Respondent who submits \$240 receives 50% of the possible points ($120/240 = 50\%$) or **35** points.

5.2 Total Evaluation Points Available

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

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

5.3 Appendix A – Submission Requirements

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

****MANDATORY COMPLETION****

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

WSIB and Insurance Acknowledgement

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

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

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

Signature

Date

5.4 Appendix B – Evaluation Criteria

****MANDATORY COMPLETION****

Health and Safety Plan (Maximum 10 points):

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

Experience and References (Maximum 10 points):

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

Contingency Plan (Maximum 10 points)

- A Contingency Plan should identify potential risks that may affect the construction schedule, public health, or project cost. Some common examples are:
 - Extreme weather
 - Staff shortage
 - Equipment breakdown

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

5.5 Appendix C - Experience, References & Contingencies

****MANDATORY COMPLETION****

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

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

5.6 Appendix D - Suppliers & Subcontractors

****MANDATORY COMPLETION****

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

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

5.7 Appendix E - Respondent Information

****MANDATORY COMPLETION****

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

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

5.8 Appendix F – Declaration Form

****MANDATORY COMPLETION****

For the provision of:	Minden Library Retaining Wall Reconstruction			
As supplied by:	_____			
	Firm Name			

	Mailing Address	City	Prov.	Postal Code

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

The Respondent Declares:

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

LOWEST OR ANY SUBMISSION NOT NECESSARILY ACCEPTED

Dated at _____ this _____ day of _____, 20__

PRINT NAME OF WITNESS

PRINT NAME OF RESPONDENT

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT

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

Appendix G
Price and Delivery Schedule
Mandatory Completion

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	ITEM COST
1.0	SITE PREPARATION, REMOVALS AND EROSION CONTROL				
1.01	Overall Site Preparation	LS	1	\$	\$
1.02	Mobilization & Demobilization	LS	1	\$	\$
1.03	Erosion & Sediment Controls	LS	1	\$	\$
1.04	Earth Excavation	LS	1	\$	\$
1.05	Remove Asphalt Paving	m2	75	\$	\$
1.06	Remove Temporary Pier Reinforcement	ea	5	\$	\$
1.07	Remove Temporary Retaining Wall Reinforcement	LS	1	\$	\$
1.08	Remove Existing Retaining Wall	LS	1	\$	\$
1.09	Remove Existing Guard	LS	1	\$	\$
1.10	Remove Existing Concrete Pier	ea	4	\$	\$
SUBTOTAL SITE PREPARATION					\$
2.0	RETAINING WALL CONSTRUCTION				
2.01	Grade Beam	m	29	\$	\$
2.02	Granular B Base Backfill & Geotextile Fabric	LS	1	\$	\$
2.03	Retaining Wall (c/w Anti-Graffiti Finish and Subdrain)	m2	53	\$	\$
2.04	Structural Geogrid Fabric	m2	155	\$	\$
2.05	Non-Climbable Rail	m	30	\$	\$
2.06	Shoring	LS	1	\$	\$
2.07	8x8 Timber Columns	ea	4	\$	\$
2.08	Helical Piles (Design, Supply & Install)	ea	17	\$	\$
2.09	Reinstate/Remediate Asphalt Paving	m2	75	\$	\$
SUBTOTAL RETAINING WALL CONSTRUCTION					
3	Contingency				
3.01	Contingency	LS	1	\$30,000.00	\$30,000.00
TOTAL (ITEMS 1.0 TO 3.01)					\$

Notes:
1. Unit prices exclude HST.
2. Unit prices valid for 2026

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

****MANDATORY COMPLETION****

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

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

- If the Successful Respondent fails to perform the work in accordance with its obligations under the contract or provision of good and/or services.
- If there exists unsatisfied claims for damages caused by the Successful Respondent to anyone on the Site or in connection with the work or the provision of goods and/or services.
- Where there are affidavits of claim of lien, or liens filed against the site and premises on which the work or provision of goods and/or services is done or being done, or reasonable evidence of the probable filing of such affidavits of claim of lien or of filing or registration of liens.

Acknowledgement

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

Signature

Date

5.11 Appendix I - Agreement Acknowledgement

****MANDATORY COMPLETION****

In the event that the Township of Minden Hills wishes to enter into a Contract Agreement with the Successful Respondent for the provision of Minden Library Retaining Wall Reconstruction for the Township, upon final approval from Council.

Sections 3 (Contractual Requirements), 4 (Specifications-from submission), and 6 (Appendices-from submission) will form part of the agreement document.

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

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

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

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

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

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

Acknowledgement

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

Signature

Date

5.12 Appendix J – Delivery Notice

****MANDATORY COMPLETION****

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

No. RFP RDS 2026-04 Minden Library Retaining Wall Reconstruction Deliver To: Township of Minden Hills 7 Milne Street, P.O. Box 359 Minden, ON K0M 2K0 Attention: Zach Drinkwalter Respondent's Company Name: _____ Received By: _____ at the Municipal Office, On the _____ day of _____, 20__ at _____ am/pm From: _____ (Name of Person or Organization Delivering Documents) Respondent's Contact information for communicate from the Township: Contact Individual: _____ Contact e-mail: _____ Contact phone: _____ THIS DELIVERY NOTICE IS TO BE AFFIXED TO THE OUTSIDE OF THE SEALED SUBMISSION
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5.13 Appendix K Project Plans

1. GEOTECHNICAL INFORMATION IS BASED ON THE REPORT NO. 026026002-00 PREPARED BY CAMBIUM DATED JUNE 11, 2026. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR THE ACCURACY AND REPRESENTATION OF THE GEOTECHNICAL INFORMATION IN THIS REPORT.

2. REFER TO THE GEOTECHNICAL REPORT FOR INFORMATION ON GEOTECHNICAL CONDITIONS, FOUNDATION RECOMMENDATIONS, AND FOR ALL EARTHWORK INCLUDING EXCAVATION, BACKFILL, AND SUBGRADE PREPARATION.

3. FOLLOW ALL SECTIONS, DETAILS, AND STATEMENTS NOTED AS "TYPICAL," UNLESS OTHERWISE NOTED ON DRAWINGS. TYPICAL DETAILS SHOW STRUCTURAL INTENT RATHER THAN ACTUAL CONDITIONS FOR THE PROJECT. TYPICAL DETAILS APPLY TO SIMILAR CONDITIONS THROUGHOUT THE PROJECT UNLESS OTHERWISE NOTED.

4. USE OF THESE DRAWINGS IS LIMITED TO THAT IDENTIFIED IN THE REVISIONS COLUMN. DO NOT CONSTRUCT FROM THESE DRAWINGS UNLESS MARKED "ISSUED FOR PERMIT AND/OR CONSTRUCTION"

5. DO NOT USE INFORMATION ON THESE DRAWINGS FOR ANY OTHER PROJECT OR WORKS.

6. THE CONTRACTOR SHALL REVIEW ALL DRAWINGS AND CONTRACT DOCUMENTS PRIOR TO AND DURING CONSTRUCTION TO ENSURE THAT THE ASSUMPTIONS MADE IN THE DRAWINGS REFLECT THE REQUIREMENTS OF CONSTRUCTION AND FIELD CONDITIONS ENCOUNTERED. WHERE DISCREPANCIES ARISE OR THE CONTRACTOR FINDS AN ERROR OR OMISSION RELATING TO THE CONTRACT, THE CONTRACTOR SHALL PROMPTLY REPORT IT TO THE ENGINEER AND SHALL NOT PROCEED WITH THE ACTIVITY AFFECTED UNTIL RECEIVING DIRECTION FROM THE ENGINEER.

7. THE DRAWINGS SHOW THE COMPLETED STRUCTURE. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF THE JOB SITE AND FOR DESIGN, INSTALLATION AND SUPERVISION OF ALL TEMPORARY BRACING AND FALSEWORK TO SUIT THE CONSTRUCTION METHODS AND TO SUPPORT THE SUPERIMPOSED CONSTRUCTION LOADS. DESIGN AND FIELD REVIEW OF ALL TEMPORARY WORKS TO BE CARRIED OUT BY A PROFESSIONAL ENGINEER RETAINED BY THE CONTRACTOR, LICENSED AND INSURED IN THE PROVINCE OF ONTARIO.

8. ALL WORK AND MATERIALS SHALL CONFORM TO REQUIREMENTS SET OUT IN THE 2024 ONTARIO BUILDING CODE.

9. ALL CODES AND STANDARDS REFERENCED SHALL BE THE LATEST EDITION REFERENCED BY THE 2024 ONTARIO BUILDING CODE (DIV. B, 1.3.12).

10. ALL WORK IS TO BE CARRIED OUT IN ACCORDANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT OF ONTARIO.

11. ALL DESIGN LOADS NOTED ON DRAWINGS ARE SPECIFIED LOADS (UNFACTORED) TO BE USED FOR ULS (FACTORED) DESIGN, UNLESS OTHERWISE NOTED:

- A) LIVE LOAD SURCHARGE = 4.8 kPa
- B) GUARD LOAD = 0.08C 2024 CL 4.15.14

CLIMATIC DATA (MINDEN):

SNOW:	
Ss	= 2.7 kPa
Sr	= 0.4 kPa
WIND:	
q (1/50 YEAR)	= 0.35 kPa

12. THE RETAINING WALL HAS BEEN DESIGNED BASED ON THE RETAINED HEIGHT(S) SHOWN ON THE DRAWINGS WITH A BACKSLOPE AND/OR SURCHARGE AS FOLLOWS:

- A) MAXIMUM BACKSLOPE: 0 DEGREES
- B) SURCHARGE (LIVE), Ss: 4.8 kPa
- C) WIND LOAD, q150: 0.35 kPa

13. THE SOIL PARAMETERS ASSUMED FOR THE DESIGN OF THE RETAINING WALL ARE AS FOLLOWS:

- A) SOIL UNIT WEIGHT [SILT AND SAND TILL]: 18.5 kN/m³
- B) ANGLE OF INTERNAL FRICTION OF SOIL: 33.5 DEGREES
- C) ANGLE OF FRICTION BETWEEN SOIL-STRUCTURE: 0 DEGREES

IF THE CONDITIONS ENCOUNTERED DURING CONSTRUCTION DIFFER FROM THOSE SHOWN, THE CONTRACTOR SHALL INFORM THE STRUCTURAL CONSULTANT BEFORE CONTINUING WITH THE WORK

14. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE ALL REQUIRED EROSION CONTROL MEASURES AND CONTROLS ARE INSTALLED BEFORE WORK BEGINS AND MAINTAINED THROUGHOUT THE DURATION OF THE WORK AND REMOVED ONLY AFTER THE WORK AREA HAS BEEN STABILIZED.

15. RETAINING WALL SHALL BE CONSTRUCTED OF SIENASTONE BLOCKS WITH DIMENSIONS AS SHOWN ON THE DRAWINGS.

16. BLOCKS SHALL BE PLACED IN RUNNING BOND PATTERN

17. GRANULAR BASE AND BACKFILL SHALL BE PLACED AND COMPACTED IN MAXIMUM 200mm LIFTS AS INDICATED ON THE DRAWINGS.

18. ONLY HAND OPERATED COMPACTION EQUIPMENT SHALL BE USED WITHIN 1.0M OF THE RETAINING WALL. HEAVY EQUIPMENT SHALL NOT BE OPERATED ON THE RETAINED SIDE OF THE WALL WITHIN A 7:10 ANGLE OF REPOSE.

19. RETAINING WALL DESIGN ASSUMES NO HYDROSTATIC FORCES WILL DEVELOP BEHIND THE WALL.

20. DRAINAGE COLLECTION SHALL BE 100mm DIAMETER, PERFORATED, HDPE PIPE WITH A MINIMUM STIFFNESS OF 150kPa, COMPLETE WITH A NON-WOVEN GEOTEXTILE COVERING. NIGHTLIGHT OUTLETS SHALL BE PROVIDED AT INTERVALS NOT EXCEEDING 15m.

21. NON-WOVEN GEOTEXTILE FABRIC SHALL BE PLACED BETWEEN THE DRAINAGE AGGREGATE AND RETAINED SOIL TO PREVENT THE MIGRATION OF FINES.

22. NON-WOVEN GEOTEXTILE SHALL BE TENCATE MIRAF 140N OR APPROVED EQUIVALENT

23. FINISH EXPOSED CONCRETE BLOCK FACE WITH ANTI-GRAFFITI SI-GCOAT OR EQUIVALENT

24. IMPORTANCE CATEGORY FOR BUILDINGS: NORMAL

25. SHOP DRAWINGS SHALL BE SUBMITTED PRIOR TO COMMENCEMENT OF FABRICATION. DIGITAL DRAWING FILES OF THE STRUCTURAL PLANS WILL NOT BE MADE AVAILABLE TO THE CONTRACTOR FOR THE PURPOSE OF PREPARING SHOP DRAWINGS. THE FOLLOWING SHOP DRAWINGS SHALL BE SUBMITTED FOR REVIEW AND APPROVAL:

- A) CONCRETE MIX DESIGN
- B) CONCRETE REINFORCING STEEL
- C) HELICAL PIPE DESIGN & LAYOUT (PENG. STAMP REQUIRED)
- D) STRUCTURAL CONNECTION BRACKETS (PENG. STAMP REQUIRED)

26. SUBMITTED SHOP DRAWINGS SHALL:

- BEAR THE CONTRACTOR'S REVIEW STAMP
- BE SEALED, SIGNED AND DATED BY AN ENGINEER AS REQUIRED BY SPECIFICATIONS
- INCLUDE ALL CORRECTIONS REQUIRED BY PREVIOUS REVIEWS BEFORE ANY RESUBMISSION. ALL CHANGES AND ADDITIONS TO BE CLEARLY INDICATED. NON-COMPLIANCE WILL BE MARKED "REVISION (NUMBER)" AND RETURNED WITHOUT BEING REVIEWED.

1. ALL STRUCTURAL STEEL SHALL BE NEW STOCK AND CONFORM TO THE FOLLOWING GRADES AND STANDARDS:
A) PLATES, BARS: CAN/CSA G40.21 TYPE 300W
2. ALL STRUCTURAL STEEL SHALL BE FABRICATED AND ERECTED IN ACCORDANCE WITH CAN/CSA S16.
3. ALL BOLTS, NUTS AND WASHERS FOR STRUCTURAL STEEL CONNECTIONS SHALL CONFORM TO ASTM F3125.
4. NO HOLES SHALL BE CUT IN THE STRUCTURAL STEEL WITHOUT THE PRIOR APPROVAL OF THE STRUCTURAL CONSULTANT. NO STRUCTURAL STEEL SHALL BE CUT IN THE FIELD UNLESS REVIEWED AND APPROVED BY THE STRUCTURAL CONSULTANT.
5. SUBSTITUTIONS FOR STEEL SECTIONS SHOWN ON DRAWINGS SHALL NOT BE MADE WITHOUT THE WRITTEN APPROVAL OF THE STRUCTURAL CONSULTANT.
6. OTHER THAN SITE WELDS SHOWN ON THE CONTRACT DRAWINGS/SHOP DRAWINGS, DO NOT WELD ON SITE WITHOUT PRIOR APPROVAL FROM THE STRUCTURAL CONSULTANT.
7. SPLICES IN STEEL MEMBERS OTHER THAN THOSE SHOWN ON THE DRAWINGS SHALL NOT BE PERMITTED.
8. ALL EXTERIOR EXPOSED STEEL SHALL BE PROTECTED BY HOT DIP GALVANIZING.

1. ALL CONCRETE SHALL CONFORM TO CAN/CSA-A23.1 AND BE READY MIX TYPE.
2. ALL CONCRETE SHALL BE PROPORTIONED IN ACCORDANCE WITH CAN/CSA A23.1 AS FOLLOWS:

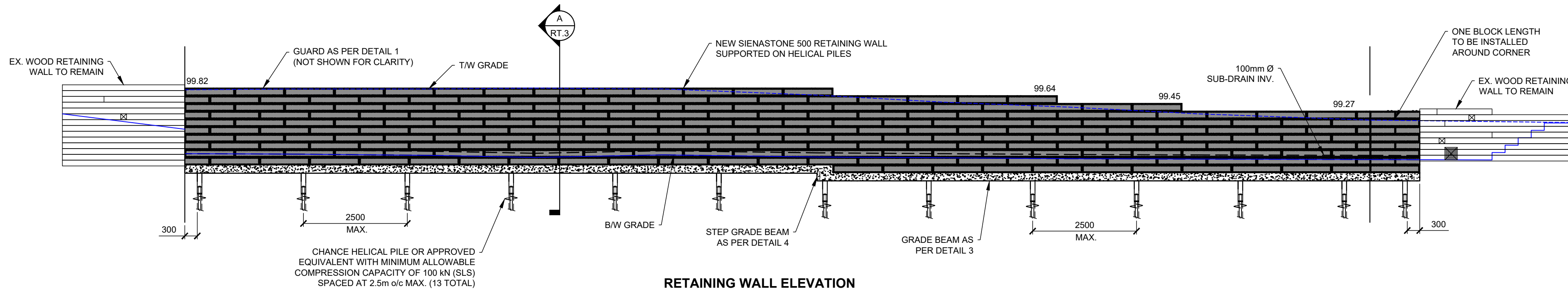
COMPONENT	EXPOSURE CLASS	MIN. 28 DAY COMPRESSIVE STRENGTH (MPa)	AIR CONTENT CATEGORY
A) GRADE BEAM	F-2	30	2
B) SAND ANCHOR GROUT	N	20	-
3. ALL CONCRETE ADDITIVES SHALL BE APPROVED BY THE STRUCTURAL CONSULTANT.
4. NO CONCRETE SHALL BE POURED WITHOUT PRIOR REVIEW OF THE STRUCTURAL CONSULTANT. THE CONTRACTOR SHALL REQUEST THE REVIEW TO THE CONSULTANT 48 HOURS MINIMUM PRIOR TO THE INTENDED CONCRETE POUR TIME.
5. ALL CONCRETE SHALL BE WET CURED FOR A MINIMUM OF 7 DAYS AFTER PLACEMENT OF CONCRETE. CURING SHALL CONFORM TO CAN/CSA-A23.1.
6. UNLESS OTHERWISE NOTED ON THE DRAWINGS THE FOLLOWING COVER TO REINFORCEMENT, INCLUDING STIRRUPS AND TIES, SHALL BE PROVIDED:

A) EXPOSED TO FILL	=	75mm
B) FORMED SURFACES	=	50mm
7. USE HIGH FREQUENCY VIBRATION TO PLACE ALL CONCRETE. EXTRA CARE SHALL BE TAKEN WHEN PLACING AND VIBRATING CONCRETE TO ENSURE HOMOGENEOUS DISTRIBUTION OF CONCRETE MIX IN COLUMN AND WALLS.
8. PROTECT CONCRETE FROM EXCESSIVE HEAT AND DRYING. USE HOT OR COLD WEATHER CONCRETING METHODS IN ACCORDANCE WITH CAN/CSA-A23.1.
9. THE CONCRETE SUPPLIER TO BE CERTIFIED BY "CONCRETE ONTARIO" (FORMERLY RMC/CO CERTIFICATION)

1. ALL REINFORCING STEEL SHALL HAVE A MINIMUM YIELD STRENGTH OF 400 MPa AND SHALL CONFORM TO CANCSA G30.18.
2. ALL REINFORCING STEEL SHALL BE DETAILED, FABRICATED, PLACED AND SUPPORTED ACCORDANCE WITH REINFORCING STEEL MANUAL OF STANDARD PRACTICE BY THE REINFORCING STEEL INSTITUTE OF CANADA AND CANCSA-A23.3.
3. UNLESS NOTED OTHERWISE, REINFORCING BARS SHALL BE LAPPED AS FOLLOWS WHEN SPICED:
 - 10M 450mm
 - 15M 630mm
4. THE CONTRACTOR SHALL PROVIDE CONTINUOUS SUPPORT DURING PLACEMENT OF CONCRETE TO ENSURE THAT THE REINFORCING STEEL IS MAINTAINED IN ITS CORRECT POSITION THROUGHOUT THE PREPARATION AND PLACEMENT OF CONCRETE.
5. REINFORCING STEEL THAT IS STORED ON SITE IS TO BE PLACED ON BLOCKS SO THAT IT IS NOT IN DIRECT CONTACT WITH THE GROUND AND SHALL BE PROTECTED FROM RAIN AND SNOW WITH THE USE OF TARPULINS.
6. ALL REINFORCEMENT SHALL BE SECURELY SUPPORTED IN ITS CORRECT POSITION DURING CONCRETE PLACEMENT BY APPROVED BAR CHAIRS, SPACERS OR SUPPORT BARS AT 1000mm MAXIMUM CENTERS. THE CHAIR MATERIAL SELECTED SHALL SUI THE EXPOSURE CONDITIONS.
7. PROVIDE MIN. 48HOURS NOTICE PRIOR TO CLOSING FORMS OR PLACING CONCRETE TO ALLOW FOR FIELD REVIEW OF THE REINFORCING STEEL BY THE STRUCTURAL CONSULTANT.
8. ALL REINFORCING STEEL IS TO BE CLEAN, FREE OF LOOSE SCALE, OIL, DIRT, RUST, AND ANY OTHER FOREIGN COATING THAT COULD AFFECT BONDING CAPACITY.
9. CHAIRS, BOLSTERS, BAR SUPPORTS, SPACERS, AND THE WIRE SHALL COMPLY WITH THE REQUIREMENTS OF THE REINFORCING STEEL MANUAL OF STANDARD PRACTICE AND SHALL BE OF SUFFICIENT STRENGTH TO SUPPORT THE REINFORCING STEEL IN ITS CORRECT POSITION THROUGHOUT THE CONCRETE PLACEMENT PROCESS.



NOTES:
1. HELICAL PILES SHALL BE DESIGN IN ACCORDANCE WITH
RECOMMENDATIONS FROM GEOTECHINICAL INVESTIGATION
REPORT BY CAMBIUM DATED JUNE 11, 2026



DISCLAIMER & COPYRIGHT
THIS DRAWING IS NOT A LEGAL SURVEY AND MUST NOT BE USED FOR DEFINING
PROPERTY BOUNDARIES OR LOCATING SURVEY MONUMENTS. PROPERTY LINES,
DIMENSIONS AND ANY REFERENCE TO SURVEY BARS SHOWN HEREIN ARE
APPROXIMATE AND FOR ILLUSTRATIVE OR PLANNING PURPOSES ONLY.

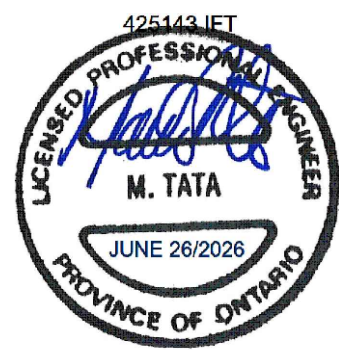
CONTRACTOR MUST VERIFY ALL DIMENSIONS AND BE RESPONSIBLE FOR SAME. ANY DISCREPANCIES MUST BE REPORTED TO THE ENGINEER BEFORE COMMENCING WORK. DRAWINGS ARE NOT TO BE SCALED.

TATHAM ENGINEERING LIMITED CLAIMS COPYRIGHT TO THIS DRAWING WHICH MAY NOT BE USED FOR ANY PURPOSE OTHER THAN THAT PROVIDED IN THE CONTRACT BETWEEN THE OWNER/CLIENT AND THE ENGINEER WITHOUT THE EXPRESS CONSENT OF TATHAM ENGINEERING LIMITED.

VERSION	DATE
1 ISSUED FOR CLIENT REVIEW	2025 11 11
2 ISSUED FOR TENDER	2026 06 26

DESIGN BY	CG/KM	DRAWN BY	CG	CHECKED BY	MT
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STAMP



COLLINGWOOD - BRACEBRIDGE - ORILLIA - BARRIE - OTTAWA - GUELPH

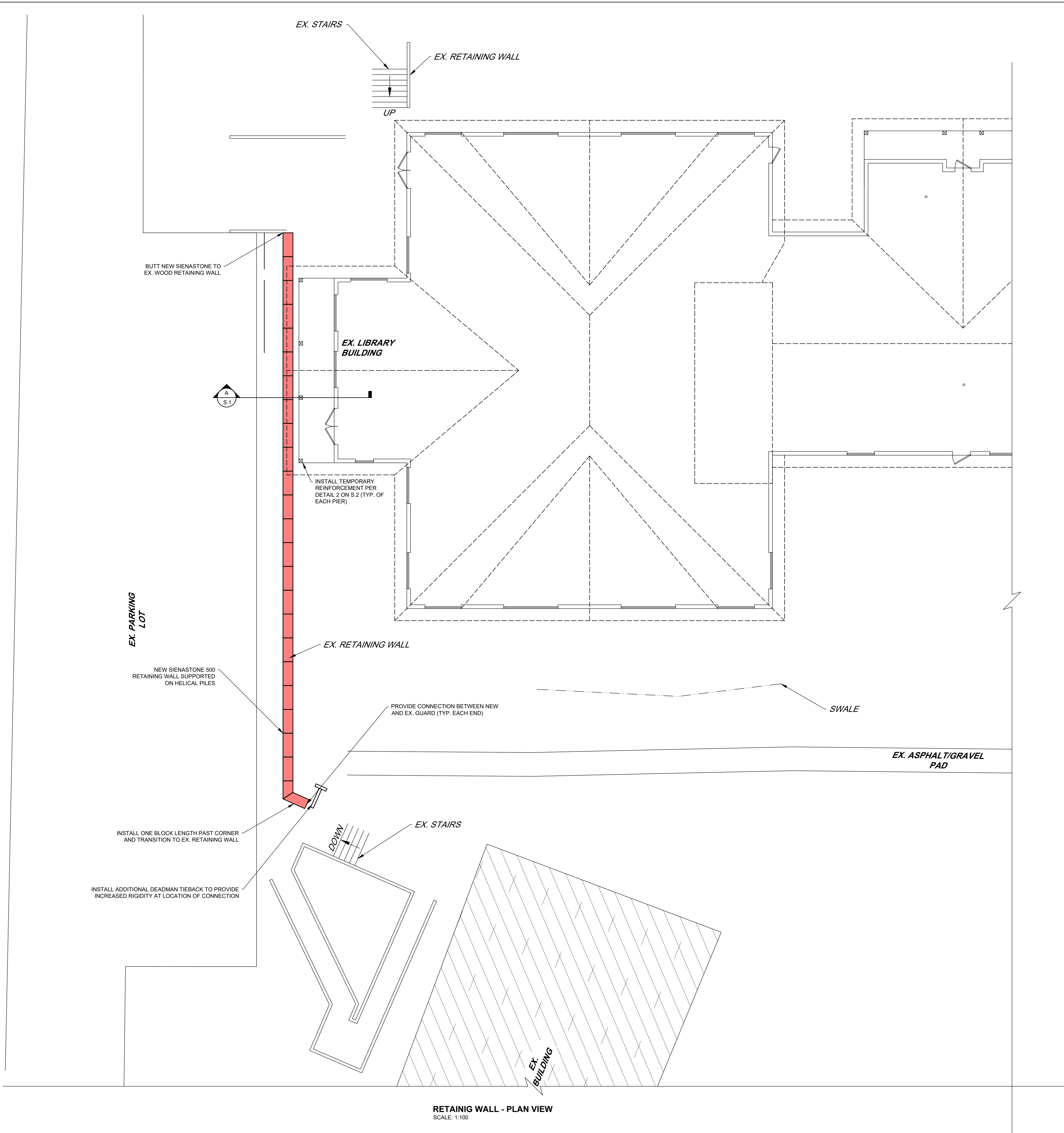
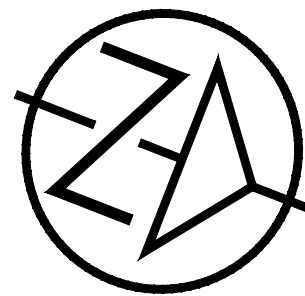
PROJECT TITLE

**176 BOBCAYGEON ROAD
RETAINING WALL
TOWNSHIP OF MINDEN HILLS**

DRAWING TITLE

GENERAL NOTES, KEY PLAN AND DETAIL

PROJECT	SCALE	DRAWING
425143	AS SHOWN	RT.1



KEY PLAN

DISCLAIMER & COPYRIGHT
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DESIGN BY CG/KM	DRAWN BY CG	CHECKED BY MT
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STAMP

TATHAM ENGINEERING

COLLINGWOOD - BRACEBRIDGE - ORILLIA - BARRIE - OTTAWA - GUELPH

PROJECT TITLE

**176 BOBCAYGEON ROAD
RETAINING WALL
TOWNSHIP OF MINDEN HILLS**

DRAWING TITLE

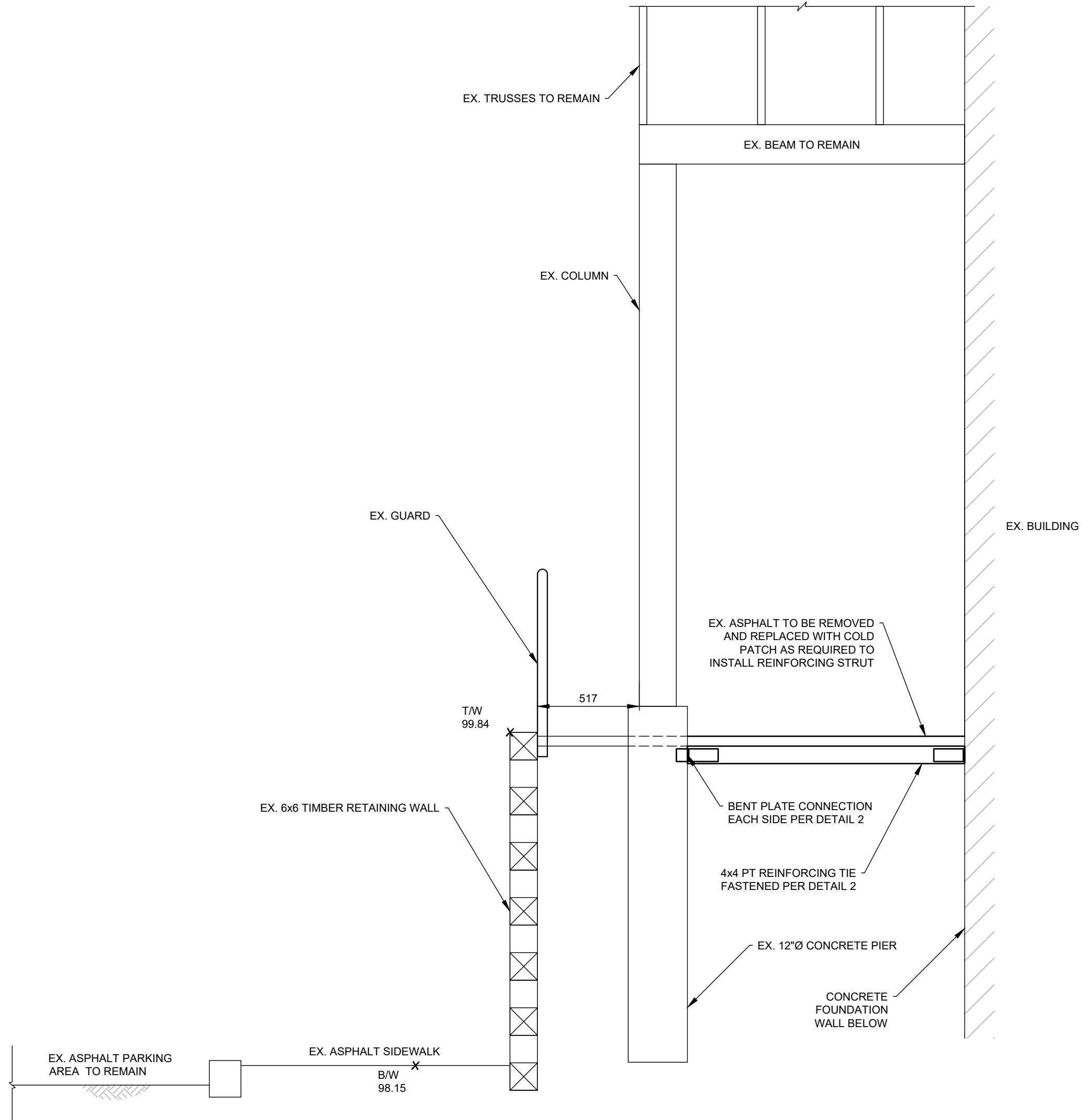
**GENERAL NOTES, KEY PLAN AND
DETAIL**

PROJECT	SCALE	DRAWING
425143	AS SHOWN	RT.2

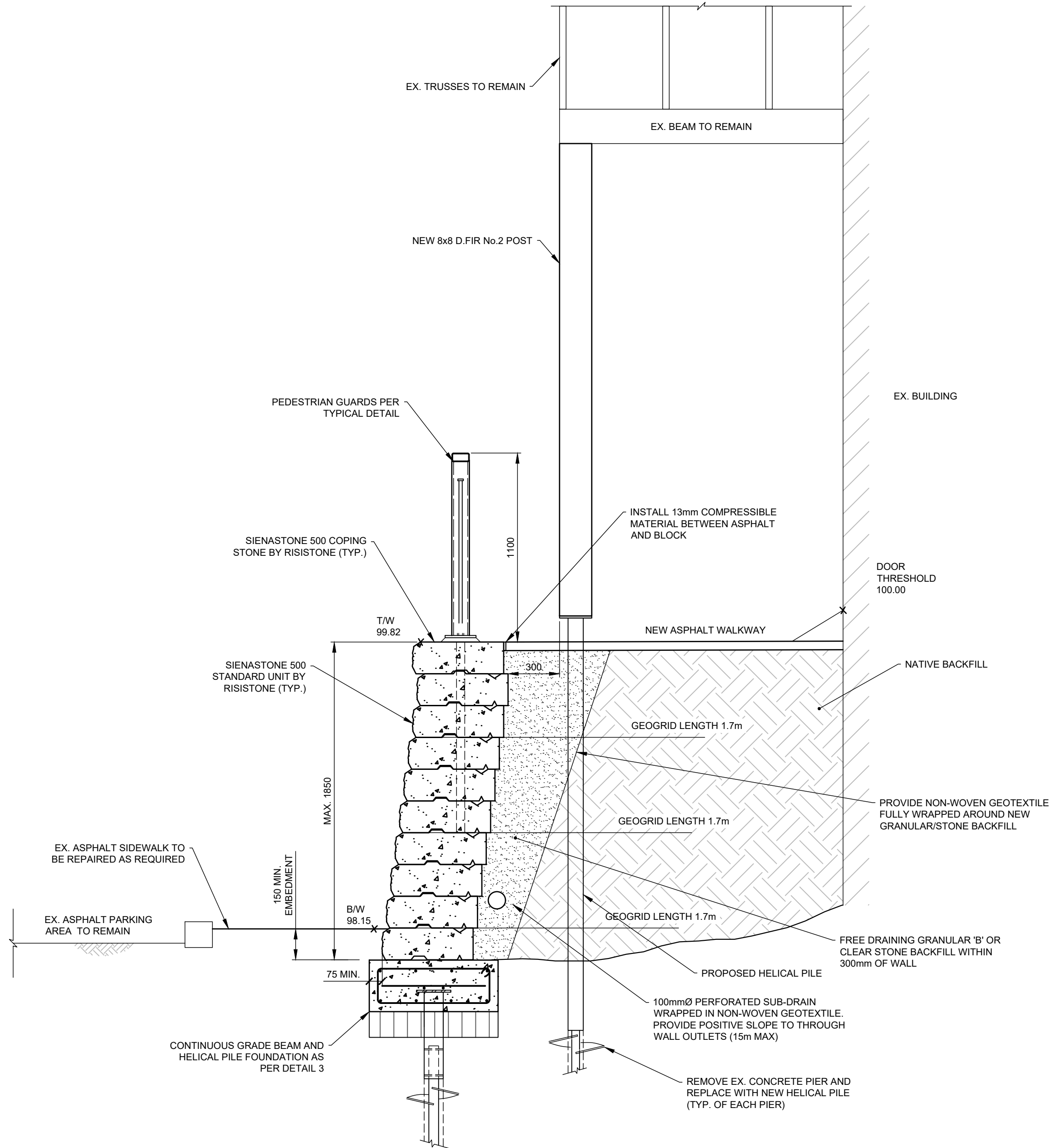
HELICAL PILES:

- PILE CUT OFF ELEVATIONS ARE TO TOP OF PILE CAP PLATE. PILES SHALL NOT BE CUT OFF UNTIL ALL FINAL ADJUSTMENTS, MEASUREMENTS, AND LOAD TESTING IS COMPLETE.
- MAINTAIN ACCURATE RECORDS OF CONSTRUCTION FOR EACH PILE. ALL CONSTRUCTION RECORDS SHALL BE SUBMITTED TO THE STRUCTURAL CONSULTANT UPON REQUEST. EACH CONSTRUCTION RECORD SHALL INCLUDE THE FOLLOWING INFORMATION:
 - PILE SIZE, TYPE, LENGTH, AND LOCATION.
 - FINAL TIP AND CUT OFF ELEVATIONS.
 - INSTALLATION TORQUE MEASURED AT 300MM INCREMENTS.
 - PILE LOAD CAPACITY.
 - TYPE AND MAKE OF EQUIPMENT.
 - TIME AND DATE OF CONSTRUCTION.
 - NAME OF CONTRACTOR'S SUPERVISOR DURING CONSTRUCTION.
 - TYPE OF TORQUE INDICATOR USED.
 - DURATION OF PILE CONSTRUCTION AND NOTABLE OBSERVATIONS.
 - COMMENTS PERTAINING TO INTERRUPTIONS AND OBSTRUCTIONS.
- PILES SHALL BE CONSTRUCTED BY A CONTRACTOR CERTIFIED BY THE MANUFACTURER.
- PILE LENGTHS ARE BASED ON DEPTH TO THE SUPPORTING SOILS INDICATED IN THE GEOTECHNICAL REPORT.
- SITE SPECIFIC SHOP DRAWINGS FOR THE DESIGN OF THE HELICAL PILES SHALL BE SUBMITTED TO THE STRUCTURAL CONSULTANT FOR REVIEW AND ACCEPTANCE PRIOR TO MANUFACTURING. SHOP DRAWINGS SHALL BEAR THE SEAL OF A PROFESSIONAL ENGINEER REGISTERED IN ONTARIO.
- SHOP DRAWINGS OF THE HELICAL PILE DESIGN SHALL INCLUDE THE FOLLOWING INFORMATION:
 - HELICAL PILE NUMBER, LOCATION, AND PATTERN ASSIGNED BY IDENTIFICATION NUMBER.
 - HELICAL PILE DESIGN LOAD.
 - ASSUMED GEOTECHNICAL RESISTANCE FACTOR.
 - TYPE AND SIZE OF HELICAL PILE.
 - HELICAL CONFIGURATION (NUMBER AND DIAMETER OF HELICAL PLATES).
 - MINIMUM EFFECTIVE TORQUE REQUIREMENT.
 - GROUT COLUMN DIAMETER AND LENGTH.
 - CONNECTION DETAILS.
 - PILE LENGTHS
- ALL HELICAL PILES INCLUDING ALL APPURTENANCES SHALL BE DESIGNED TO MEET THE SPECIFIED LOADS AND COMPLY WITH THE SITE-SPECIFIC SOIL PARAMETERS INDICATED IN THE GEOTECHNICAL REPORT. THE GEOTECHNICAL REPORT PROVIDED SHALL BE CONSIDERED REPRESENTATIVE OF THE IN-SITU SUBSURFACE CONDITIONS EXPECTED ON THE PROJECT SITE.
- CALIBRATION REPORTS FOR THE PILE CONSTRUCTION EQUIPMENT SHALL BE SUBMITTED TO THE STRUCTURAL CONSULTANT PRIOR TO THE CONSTRUCTION OF PILES. THE CALIBRATION TESTING SHALL HAVE BEEN COMPLETED WITHIN ONE YEAR OF THE DATE SUBMITTED.
- LEAD SECTIONS AND EXTENSION SECTIONS SHALL CONSIST OF SOLID STEEL, ROUND CORNERED, SQUARE SHAFT, OR ROUND STEEL PIPE SHAFT, OR COMPOSITE STEEL AND GROUT SHAFT CONFIGURED WITH ONE OR MORE HELICAL BEARING PLATES WELDED TO THE SHAFT.
- ALL HELICAL PILE SHAFTS AND HELICES SHALL BE HOT DIPPED GALVANIZED IN ACCORDANCE WITH ASTM A153 AFTER FABRICATION. ALL BARE METAL EXPOSED IN THE FIELD BY DAMAGE DUE TO HANDLING, WELDING, DRILLING, ETC. SHALL BE PAINTED WITH 2 COATS OF ZINC RICH PAINT.
- CEMENT FOR HELICAL PILE PULLDOWN MICROPILE GROUT SHALL BE TYPE G PORTLAND CEMENT CONFORMING TO CSA A3000 CEMENTATION MATERIAL COMPENDIUM.
- WATER FOR MIXING GROUT SHALL BE POTABLE, CLEAN, AND FREE FROM IMPURITIES, WHICH MAY BE DETRIMENTAL TO GROUT OR STEEL. POTABLE WATER SHALL BE AVAILABLE IN QUANTITIES SUFFICIENT TO MIX GROUT AND FOR EQUIPMENT CLEAN UP.
- SAND FILLERS MAY BE USED IN THE GROUT MIX AS AN EXTENDER WITH LARGE DIAMETER GROUT COLUMNS. SUBJECT TO THE ACCEPTANCE OF THE STRUCTURAL CONSULTANT, USE FINE SAND ONLY. MEDIUM OR COARSE SAND SHALL NOT BE PERMITTED. SMALL DIAMETER GROUT COLUMNS SHALL NOT INCLUDE AGGREGATE.
- A TORQUE INDICATOR SHALL BE USED DURING HELICAL PILE CONSTRUCTION. THE TORQUE INDICATOR CAN BE AN INTEGRAL PART OF THE CONSTRUCTION EQUIPMENT OR EXTERNALLY MOUNTED IN-LINE WITH THE TOOLING. THE TORQUE INDICATOR SHALL BE MADE ACCESSIBLE TO THE STRUCTURAL CONSULTANT AT ALL TIMES DURING INSTALLATION.
- IF THE HELICAL PILE IS REFUSED OR DEFLECTED BY A SUBSURFACE OBSTRUCTION, THE INSTALLATION SHALL BE TERMINATED AND THE PILE REMOVED. THE OBSTRUCTION SHALL BE REMOVED, IF FEASIBLE, AND THE PILE RE-CONSTRUCTED. IF THE OBSTRUCTION CANNOT BE REMOVED, THE HELICAL PILE SHALL BE CONSTRUCTED AT AN ADJACENT LOCATION, SUBJECT TO REVIEW AND ACCEPTANCE OF THE STRUCTURAL CONSULTANT.
- IF THE TORSIONAL STRENGTH RATING OF THE CENTRAL STEEL SHAFT AND/OR CONSTRUCTION EQUIPMENT HAS BEEN REACHED PRIOR TO PROPER POSITIONING OF THE LAST PLAIN EXTENSION SECTION RELATIVE TO THE FINAL ELEVATION, THE CONTRACTOR MAY REMOVE THE LAST PLAIN EXTENSION AND REPLACE IT WITH A SHORTER LENGTH EXTENSION. IF IT IS NOT FEASIBLE TO REMOVE THE LAST PLAIN EXTENSION, THE CONTRACTOR MAY CUT SAID EXTENSION SHAFT TO THE CORRECT ELEVATION. THE CONTRACTOR SHALL NOT REVERSE (BACK-OUT) THE HELICAL PILE TO FACILITATE EXTENSION REMOVAL.
- THE CONTRACTOR SHALL RECORD THE TORQUE VALUES FOR EACH INDIVIDUAL PILE AT 300mm INCREMENTS DURING CONSTRUCTION. THESE RECORDS SHALL BE AVAILABLE TO THE STRUCTURAL CONSULTANT UPON REQUEST.
- EQUIPMENT SHALL BE ROTARY TYPE, HYDRAULIC POWER-DRIVEN TORQUE MOTOR WITH CLOCKWISE AND COUNTER-CLOCKWISE ROTATION CAPABILITIES. THE TORQUE MOTOR SHALL BE CAPABLE OF CONTINUOUS ADJUSTMENT TO REVOLUTIONS PER MINUTE. PERCUSSION DRILLING EQUIPMENT SHALL NOT BE PERMITTED. THE TORQUE MOTOR SHALL HAVE A TORQUE CAPACITY OF 15% GREATER THAN THE TORSIONAL STRENGTH RATING OF THE CENTRAL STEEL SHAFT.
- PILE CONSTRUCTION TOLERANCES SHALL CONFORM TO THE FOLLOWING:
 - HORIZONTAL LOCATION $\pm 75\text{mm}$
 - PLUMBNESS $\pm 2^\circ$
 - CUT OFF ELEVATION $\pm 25\text{mm TO } -50\text{mm}$
- ALL WELDING OF MATERIALS SHALL BE ACCORDING TO CSA W59 AND SHALL BE PERFORMED BY A QUALIFIED WELDER CERTIFIED ACCORDING TO CSA W47.1, DIVISION 1 OR DIVISION 2.
- DAMAGED PILES, PILES CONSTRUCTED OUT OF THEIR PROPER LOCATIONS, PILES CONSTRUCTED BELOW THE CUT OFF ELEVATION, AND PILES THAT DO NOT MEET OTHER SPECIFIED REQUIREMENTS SHALL BE CORRECTED BY A METHOD ACCEPTABLE TO THE STRUCTURAL CONSULTANT.
- DO NOT CONSTRUCT PILES DURING HEAVY RAIN OR SNOWFALL.
- DO NOT PLACE GROUT MATERIALS THAT ARE FROZEN OR PARTIALLY HYDRATED

- THE CONTRACTOR SHALL CONFIRM THE LOCATION OF ALL EXISTING UNDERGROUND AND OVERHEAD UTILITIES IN THE FIELD PRIOR TO PREPARATION OF SHOP DRAWINGS AND VERIFY THAT NO UTILITIES WILL BE IN CONFLICT WITH THE PILE CONSTRUCTION. THE FINAL PILE DESIGN SHOP DRAWINGS SHALL ACCOMMODATE THE EXISTING UTILITIES AS REQUIRED. UTILITY CONFLICTS FOUND SHALL BE REPORTED TO THE STRUCTURAL CONSULTANT IMMEDIATELY.
- THE CONTRACTOR SHALL RETAIN A THIRD-PARTY ENGINEER REGISTERED IN THE PROVINCE OF ONTARIO. THE THIRD-PARTY ENGINEER SHALL BE RESPONSIBLE FOR OBSERVING AND MONITORING THE PILE CONSTRUCTION ON SITE. ONCE THE CONSTRUCTION OF ALL PILES IS COMPLETE, THE CONTRACTOR SHALL SUBMIT A CERTIFICATE OF CONFORMANCE STATING THAT THE PILES HAVE BEEN CONSTRUCTED IN CONFORMANCE WITH ALL DRAWINGS AND SPECIFICATIONS. THE CERTIFICATE SHALL CERTIFY THE ULTIMATE LOAD CAPACITY OF THE PILES AND SHALL BE SEALED AND SIGNED BY THE THIRD-PARTY ENGINEER RETAINED BY THE CONTRACTOR.



SECTION A EXISTING
SCALE: 1:20



SECTION A PROPOSED
SCALE: 1:20

KEY PLAN

DISCLAIMER & COPYRIGHT
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DESIGN BY CGKM DRAWN BY CG CHECKED BY MT

STAMP



COLLINGWOOD - BRACEBRIDGE - ORILLIA - BARRIE - OTTAWA - GUELPH

PROJECT TITLE
**176 BOBCAYGEON ROAD
RETAINING WALL
TOWNSHIP OF MINDEN HILLS**

DRAWING TITLE
RETAINING WALL

PROJECT	SCALE	DRAWING
425143	AS SHOWN	RT.3