



# **REQUEST FOR PROPOSAL**

## **2019-05**

### **ROAD PATROL SOFTWARE AND HARDWARE**

#### **Closing Time**

10:00 am

Thursday, February 7, 2019

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## INTRODUCTION

The Township of Zorra is a rural municipality located in the northwest corner of Oxford County. The Municipality is responsible for the provision of a wide range of services including fire protection, by-law enforcement, emergency management, parks, recreation, cemeteries, local roads and bridges, snow removal, drainage, land-use planning, economic development and general municipal governance and administration.

The Municipality is currently looking to procure road patrol software to assist in the road patrols in accordance with O Reg 239/02 or Maintenance Standards. This software will include but not be limited to the automated vehicle tracking, ease of creating and facilitating work orders, compiling and maintaining a database of municipal infrastructure assets, patrol activities, representative pictures of road patrols and archiving completed work orders.

Consultants wishing to submit an **RFP for the purchase of Road Patrol Software** are to provide **three (3) copies** of their proposal in a sealed package clearly identified as to the contents and addressed to:

The Township of Zorra  
274620 27<sup>th</sup> Line, RR 3  
Ingersoll, ON  
N5C 3J6

**Attention: Aden Corcoran, C.E.T.**  
Director of Public Works

A full description of the project and scope of work is set out herein.

## **1.0 INSTRUCTIONS TO PROPONENTS**

### **1.1 Invitation**

The Township of Zorra is seeking proposals from qualified companies to provide software, equipment and training for the purpose of facilitating and standardizing the routine road patrols, which the municipality is required to undertake under Ontario Regulation 239/02: Minimum Maintenance Standards for Municipal Highways.

Consultants are to provide **three (3)** copies of their proposal in a sealed package, clearly identified as to the contents and addressed to:

The Township of Zorra  
274620 27<sup>th</sup> Line, RR 3  
Ingersoll, ON  
N5C 3J6

**Attention: Aden Corcoran, C.E.T.**  
Director of Public Works

Proposals must be received at this location **NO LATER THAN 10:00 am on Thursday, February 7, 2019.**

Proposals received after the above due date and time will not be considered and will be returned unopened to the Consultant. Fax or electronic submissions will **not** be accepted.

### **1.2 Charge for Documents**

All documents, including background information, will be provided at no cost. Refer to section 3.8 for a list of background documents to be available to the successful consultant.

### **1.3 Costs Incurred by Proponents**

All expenses incurred in the preparation and submission of proposals shall be borne by the Consultant. No payment will be made for any proposals received, or for any other effort required of or made by the Consultant prior to the commencement of work defined by the proposal approved by the Municipality.

### **1.4 Acceptance of Terms**

All those who submit a proposal represent that they have read, completely understand, and accept the terms and conditions of this Request for Proposal (RFP) in full.

### **1.5 Indemnification and Insurance**

The successful proponent will, at all times, indemnify and save harmless the Municipality, their officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suite or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the proponent or any of its officers, directors, employees, or agents in connection with the services performed, purportedly performed or required to be performed by the proponent under this proposal and subsequent contractual agreement.

The successful lead consultant will be required to provide evidence of Errors and Omissions insurance coverage, as well as Technology Errors and Omissions and Network Security insurance coverage to the satisfaction of the municipality and both in an amount

of not less than two million dollars (\$2,000,000.00) in regards to this project. A certificate will be required within ten (10) calendar days prior to contract commencement.

The proponent shall also provide a Certificate of Commercial General Liability Insurance to the satisfaction of the municipality evidencing coverage in force at least ten (10) calendar days prior to contract commencement.

The proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

### **1.6 Municipal Freedom of Information and Protection of Privacy Act**

In accordance with MFIPPA, this is to advise that any personal information Proponents provide is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All proposals submitted become the property of the Municipality. Proponents are reminded to identify in their proposal material any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential. The information contained in this proposal document may be utilized by the proponent solely for the purpose of preparing a proposal for submission to the Municipality. Any other use of the information for any other purpose is not authorized by the Municipality.

### **1.7 Clarification**

All inquiries regarding this RFP are to be directed to the individual identified below. Inquiries must be received in writing or email no later than January, 31, 2019. Any inquiries requiring an addendum will be posted on the Township website by February 5, 2019. It is the responsibility of the proponent to monitor the Township website for any addenda. All inquiries shall be addressed to:

Aden Corcoran, C.E.T.  
Director of Public Works  
[acorcoran@zorra.on](mailto:acorcoran@zorra.on)

### **2.0 TERMS OF PAYMENT**

The successful Company shall be reimbursed the lump sum amount quoted invoiced (as per the submitted quotation).

Invoices submitted by the Company shall include the project title, a description of the work completed and a billing summary. This summary shall include the tasks set forth in the financial submission and shall indicate the budgeted cost, percentage invoiced to date and a total of these amounts for each task.

### **2.1 Proposal Validity**

Proposals shall remain valid and open for acceptance by the Municipality for a period of ninety days (90) calendar days following the deadline for receipt of proposals.

### **2.2 Follow-On Contracts**

The Municipality reserves the right to award subsequent phases of the project to the successful proponent, and fees for any follow-on contracts shall be based on the same

unit or per diem rates proposed under this RFP, unless negotiated and approved otherwise.

The Municipality also reserves the right to request competitive proposals for subsequent phases of the project if deemed to be in the best interests of the Township of Zorra.

### **3.0 TERMS OF REFERENCE**

#### **3.1 Background**

The municipality currently patrols and maintains roughly 515 centre line kilometres of roadway. These activities are currently undertaken and on a personal basis with the patrols being completed by Township staff who then assign any resulting work to Public Works staff.

#### **3.2 Plan Objectives**

As per the Township of Zorra Strategic Plan, the Municipality is charged with maintaining a safe network of roadways. This objective is completed by following O. Reg. 239/02.

#### **3.3 Scope of Work**

The municipality is currently looking to purchase software for the purpose of recording and facilitating the collection of data during routine road patrols. This software must include the following:

1. Minimum Maintenance Standard, latest edition (MMS) capabilities;
  - Assist in maintaining patrol requirements in accordance with MMS
  - Compliance based mapping indicating colour coded areas/roads which are or are not in compliance
2. Dashboard camera capabilities for three units (image capture capabilities at minimum);
3. Work order functions;
  - Ability to create work orders
  - Ability to assign work orders to specific destinations
  - Ability to attach images to work orders
  - Works along with MMS to establish work order deadlines and prioritization
4. GPS coordinates and tracking for 29 units;
5. Ability to complete roads outside of a set sequence, able to complete sections at a time;
  - Touch and go capabilities
6. Ability to incorporate Winter Patrol and Maintenance including logging staff callouts;
7. 'On the go' updating (active updates as work is being created and completed);
8. Archive capabilities
9. Ability to record and add description of Infrastructure assets with location stamping.

#### **3.4 Assumptions**

1. Financial risk to the Municipality be minimized;
2. The Municipality shall become more effective and efficient in the provision of services to the community;
3. The purchased software has the capability of expanding to changing municipalities needs; and,

4. The purchased software will be updated at no additional cost above the yearly subscription cost.

### **3.5 Project Reporting**

All correspondence throughout this project should be received by the following municipal representative:

The Township of Zorra  
274620 27<sup>th</sup> Line  
PO Box 306  
Ingersoll, ON  
N5C 3K5

**Attention: Aden Corcoran, C.E.T.**  
acorcoran@zorra.on.ca

Although this person will be the project manager and municipal contact, Council shall be the approval authority for the Plan.

In addition to the software being provided and all other activities being completed, one (1) digital copy of all documentation, in MS Word or PDF shall be provided. All printed material must be reproducible.

### **3.6 Deliverables**

The following should be provided as per the RFP document:

1. Road Patrol Software subscription;
2. Mobile devices (to be installed in patrol vehicles); and,
3. Employee training.

### **3.7 Background Documents Provided**

The following documents will be made available following the awarding of the contract:

1. Township of Zorra Strategic Plan

### **3.8 Summary of Key Dates for Proposal**

Distribution of RFP January 15, 2019

Submission of proposal February 7, 2019

## **4.0 EVALUATION CRITERIA**

The successful firm will possess the requisite technical skills to deal with the complex matters to be addressed in the scope of work and will be required to work directly with Municipal staff, the project manager, the public, agencies and stakeholders in a professional manner.

To achieve this, the Municipality is interested in a firm, which in addition to sound technical qualifications, exhibits such skills as timeliness, diplomacy, tact, strong communication ability (both written and verbal) and an understanding of the municipal culture. The proposed solution consisting of hardware and software shall be a 'User Friendly' system as determined by the Township of Zorra.

The Consultant Project Team member(s) must demonstrate:

- Professionalism
- Management Skills

This RFP is being shared by the following Municipalities:

- The Township of Zorra
- The Township of East Zorra-Tavistock
- The Township of Norwich
- The Township of South-West Oxford
- The Township of Blandford Blenheim

Please complete the last page of this RFP for each of the participating municipalities. **Note – all five submission pages should be returned together to the Township of Zorra.**

**4.1 Basis of Selection**

The Municipality intends to recommend the appointment of the Consultant on the basis of best overall value, based upon a review of the technical and fee proposal, and the consultant interview. The Consultant appointment is subject to approval by the Municipality in accordance with the provisions of the Procurement By-Law.

**4.2 Selection Criteria**

A total of 100 points will be allocated to each proposal, as follows:

Category	Available Points
<i>Technical:</i>	
Qualifications and Experience of Company	10
Qualifications and Relevant Experience of Project Team	20
Understanding of Objectives	10
Quality of Approach and Methodology	20
Ease of Use of Proposed System	20
Proposed Work Plan and Schedule	20
<b>Total</b>	<b>100</b>

Consideration will only be given to proponents who achieve a minimum score of 75 out of 100 points on the technical evaluation criteria. Proposals that do not meet this minimum score will be deemed non-compliant and will be given no further consideration. The lowest or any tender will not necessarily be accepted.

**4.3 Qualifications and Experience of Company**

Provide a brief company profile and recent relevant experience. Provide three (3) similar projects completed by your firm in the distribution of Road Patrol Software, including as a minimum, one (1) project completed in the last five (5) years within the Province of Ontario. Provide client references for each project.

**4.4 Qualifications and Recent Relevant Experience of Project Team**

Provide the qualifications, recent relevant experience and responsibility of each member of the project team (Project Manager, key team members, sub-consultants and other staff), clearly stating the employment history of the Project Manager and key team members, years with current firm and work location.



#### **4.5 Understanding of Objectives**

Describe your understanding of the assignment, including overall scope and objectives, noting any particular issues that may require specific attention.

#### **4.6 Quality Approach and Methodology**

Describe the approach and methodology to be followed in completing all aspects of the assignment in order to achieve the stated project objectives.

#### **4.7 Proposed Work Plan and Schedule**

Provide a work plan and schedule in the form of a Gantt chart to illustrate the breakdown of the major tasks and the level of effort of the individual team members in sufficient detail to allow a complete understanding as to how and by whom the work is to be carried out. The Consultant shall outline the measures that it has in place to ensure the project delivery and cost control to meet the needs of the Municipality.

#### **4.8 Fees**

The Consultant is to provide a total upset limit price, including all fees, sub-consultants and disbursements, but exclusive of HST, to complete this assignment in accordance with the services detailed herein in the Consultant's proposal.

The breakdown of fees shall be presented in a table format identifying the level of effort that each team member has allocated to each of the tasks in the proposed work plan, as well as disbursements for each task, if applicable.

The Consultant shall provide the per diem cost for any additional public meetings as a separate line item, should they be required.

#### **4.9 Consultant Interviews**

Up to five (5) of the highest rated proposals may be required to make a presentation (60 minutes) to project manager and other municipal representatives and outside parties on this project to discuss their methodology and approach to this assignment.

### **5.0 SPECIAL TERMS AND CONDITIONS**

Submission of a proposal constitutes acknowledgement the proponent has read and agrees to be bound by all the terms and conditions of the Request for Proposal.

The Municipality will not make any payments for the preparation of the response to the Request for Proposal. All costs incurred by a proponent will be borne by the proponent. This is not an offer. The Municipality does not bind itself to accept the lowest price proposal or any proposal submitted.

The Municipality has the right to cancel the Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Municipality as a result of the cancellation or re-issuing of the Request for Proposal.

The Consultant acknowledges that the Municipality shall have the right to reject any, or all, Proposals for any reason, or to accept any Proposal which the Municipality in its *sole*

*unfettered discretion* deems most advantageous to itself. The lowest, or any, Proposal will not necessarily be accepted and the Municipality shall have the *unfettered* right to:

- (i) Accept a non-compliant Proposal;
- (ii) Accept a Proposal which is not the lowest Proposal; and
- (iii) Reject a Proposal that is the lowest Proposal even if it is the only Proposal received.

The Municipality reserves the right to consider, during the evaluation of Proposals:

- i. information provided in the Proposal document itself;
- ii. information provided in response to enquiries of industry references set out in the Proposal;
- iii. information received in response to enquiries made by the Municipality of third parties apart from those disclosed in the Proposal in relation to the reputation, reliability, experience and capabilities of the Consultant;
- iv. the manner in which the Consultant provides services to others;
- v. the experience and qualification of the Consultant's senior management, and project management;
- vi. the compliance of the Consultant with the Municipality's requirements and specifications; and
- vii. innovative approaches proposed by the Consultant in the Proposal.

The Consultant acknowledges that the Municipality may rely upon the criteria which the Municipality deems relevant, even though such criteria may not have been disclosed to the Consultant. By submitting a Proposal, the Consultant acknowledges the Municipality's rights under this Section and absolutely waives any right, or cause of action against the Municipality, by reason of the Municipality's failure to accept the Proposal submitted by the Consultant, whether such right or cause of action arises in contract, negligence, or otherwise.

If a contract is to be awarded as a result of the Request for Proposal, it will be awarded to the proponent whose proposal, in the Municipality's opinion, provided the best potential value to the Municipality and is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations based on the objective assessment outlined above.

If the Municipality decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

In the event of any inconsistency between the RFP and the contract, the contract shall govern.

The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. Unsuccessful proponents will be provided with a verbal debriefing on the evaluation of their submission after the selection process has been completed, if so requested.

Proponents may not amend or withdraw their proposals after the closing date and time.

Proposals will be evaluated as soon as practicable after the closing time.

The proposals and accompanying documentation submitted by the proponent are the property of the Municipality and will not be returned.

Proponents are advised that all communications with the Municipality related to this RFP during the bidding process must be directly and only with the individual nominated in section 1.6.

If you require this document to be in an accessible format, please contact the Director of Corporate Services at [kmartin@zorra.on.ca](mailto:kmartin@zorra.on.ca) or 519-485-2490 ext. 228.



**Municipality: Township of Zorra  
RFP Submission Sheet**

Proponent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Annual Software Subscription	\$
Three Mobile Devices	\$
GPS Tracking per Vehicle	\$
Dashboard Camera per Unit	\$
Installation Fee	\$
Monthly Charges	\$
Training	\$
Additional Charges – Documentation to Explain required	\$
Total Cost	\$
HST	\$
<b>Grand Total</b>	\$
Term of Contract Options	
Subcontractors, if any	

I have read and agree with the terms and conditions of this Request for Proposal:

Company Representative (Print): \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Date: \_\_\_\_\_



**Municipality: Township of Norwich  
RFP Submission Sheet**

Proponent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Annual Software Subscription	\$
Three Mobile Devices	\$
GPS Tracking per Vehicle	\$
Dashboard Camera per Unit	\$
Installation Fee	\$
Monthly Charges	\$
Training	\$
Additional Charges – Documentation to Explain required	\$
Total Cost	\$
HST	\$
<b>Grand Total</b>	\$
Term of Contract Options	
Subcontractors, if any	

I have read and agree with the terms and conditions of this Request for Proposal:

Company Representative (Print): \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Date: \_\_\_\_\_



**Municipality: Township of South-West Oxford  
RFP Submission Sheet**

Proponent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Annual Software Subscription	\$
Three Mobile Devices	\$
GPS Tracking per Vehicle	\$
Dashboard Camera per Unit	\$
Installation Fee	\$
Monthly Charges	\$
Training	\$
Additional Charges – Documentation to Explain required	\$
Total Cost	\$
HST	\$
<b>Grand Total</b>	\$
Term of Contract Options	
Subcontractors, if any	

I have read and agree with the terms and conditions of this Request for Proposal:

Company Representative (Print): \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Date: \_\_\_\_\_



**Municipality: Township of East Zorra-Tavistock  
RFP Submission Sheet**

Proponent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Annual Software Subscription	\$
Three Mobile Devices	\$
GPS Tracking per Vehicle	\$
Dashboard Camera per Unit	\$
Installation Fee	\$
Monthly Charges	\$
Training	\$
Additional Charges – Documentation to Explain required	\$
<b>Total Cost</b>	<b>\$</b>
HST	\$
<b>Grand Total</b>	<b>\$</b>
Term of Contract Options	
Subcontractors, if any	

I have read and agree with the terms and conditions of this Request for Proposal:

Company Representative (Print): \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Date: \_\_\_\_\_



**Municipality: Township of Blandford-Blenheim  
RFP Submission Sheet**

Proponent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Annual Software Subscription	\$
Three Mobile Devices	\$
GPS Tracking per Vehicle	\$
Dashboard Camera per Unit	\$
Installation Fee	\$
Monthly Charges	\$
Training	\$
Additional Charges – Documentation to Explain required	\$
<b>Total Cost</b>	\$
HST	\$
<b>Grand Total</b>	\$
Term of Contract Options	
Subcontractors, if any	

I have read and agree with the terms and conditions of this Request for Proposal:

Company Representative (Print): \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Date: \_\_\_\_\_





**Attach this sheet to the front of your envelope/package submission**

**RFP/Tender to be returned to:**

**The Corporation of the Township of Zorra**

**274620 27<sup>th</sup> Line, RR 3**

**Ingersoll, Ontario N5C 3J6**

**RFP 2019-05  
Road Patrol Software and Hardware**

**Bidder's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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<b>For Township Use Only</b>	
<b>Date Stamp</b>	
_____	_____
<b>Time Received</b>	<b>Employee Signature</b>

**NOTE:** This address label/sheet must be affixed to the front of your sealed RFP/Tender envelope/package submission. The Township will not be held responsible for envelopes or packages that are not labeled.