



MUNICIPALITY OF SHUNIAH

REQUEST FOR PROPOSAL

DETAILED VISUAL BRIDGE INSPECTIONS

July14, 2025

GENERAL INFORMATION AND INSTRUCTIONS

- G1. **Submissions must be received at the Municipality of Shuniah Administrative Office, 420 Leslie Avenue, Thunder Bay, Ontario by 2:00pm on July 31st, 2025.**
- G2. Proposals shall be submitted, **electronically** in a single PDF file by email at: tenders@shuniah.org, up to but no later than 2:00 pm on: **July 31st, 2025.**
- G3. Submissions received after the closing time and date will be rejected and returned to the proponent unopened.
- G4. To be considered, one electronic copy of the proposal shall be submitted.
- G5. General and technical enquiries regarding this request for tender should be directed to Craig Baumann, Manager of Operations via email pw@shuniah.org.
- G6. Bidders are required to check the City of Thunder Bay Construction Association website for addenda issued before the closing date and time. If the contract administrator determines that an amendment is required to the bid documents, the contract administrator will prepare an addendum and post it to the website.
- G7. The study will commence upon award and will be received by the Municipality **No** later than December 15, 2025.
- G8. The Municipality will issue its standard Purchase Order to the successful Proponent.
- G9. The Municipality has the right to cancel this RFP 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 consequence.
- G10. Proposals will be opened publicly at 2:15pm local time on the 31st day of July, 2025 at the Municipal Office located at 420 Leslie Avenue.
- G11. The Municipality is not bound to accept the proposal that provides for the lowest price or cost to the Municipality, nor any proposal of those submitted.

TERMS OF REFERENCE

1.0 Municipal Objectives

This RFP assignment is for the provision of Engineering Services associated with the inspection of various bridge structures found within the Municipality of Shuniah.

2.0 Background

The purpose of the structure inspections is to ensure an acceptable standard in terms of structure safety, public safety, comfort and convenience.

The structure inspections are being performed in order;

- To satisfy the Ontario Public Transportation and Highway Improvement Act – Ontario Regulation 104/97, clause 2, Subsection 3.
- To prolong the useful life of the structures.
- To identify and record any differences in information from records with observations made on-site, and to up-date the records accordingly.
- To identify and record observed defects and deficiencies in structures and their components.
- To identify maintenance performed or required on structures, and to identify and prepare annual maintenance needs reports for structures.
- To identify repair and rehabilitation needs for structures.

3.0 Project Terms of Reference

This assignment is to:

- Record initial inventory data.
- Enter and/or verify information related to various appraisal Indices.
- Carry out a Detailed Visual Inspection.
- Record the inspection information into OSIM Format.

Municipality of Shuniah Bridges

- Isku Park Road Bridge; Single span, modular steel timber deck bridge founded on timber crib abutments, approximately 60 feet long.
- Bass Lake Road Bridge; Single 20-foot span, steel stringer bridge with transverse laminated timber decking founded on timber crib structures.
- MacKenzie Station Road Bridge; Two span, timber stringer bridge with a transverse timber deck. The bridge is approximately 28 feet long.
- Road No. 5 North Bridge; Single 20-foot span, steel stringer bridge with transverse laminated timber decking founded on timber crib structures.

3.1 Assignment Details

The bridge inventory and data inspection procedure, including the amount and minimum type of data to be collected and recorded, shall be in accordance with the requirements of the most current version of the OSIM.

This assignment will involve the initial field measurements of the general structure and the specific elements required for entry of the data on OSIM forms. In addition to rating the elements, the Consultant shall also complete the suspected performance deficiencies, maintenance needs, and recommended rehabilitation work with associated Class C cost estimates.

The Consultant shall take a sufficient number of photographs to clearly identify each structure and the condition of all elements of each structure. Digital photographs shall show the date (month-day-year) when they were taken.

The requirements for the safety and protection of workers in the field, including protective clothing, traffic control and protection devices, is the sole responsibility of the Consultant.

4.0 Deliverables

The Consultant shall provide a hard copy draft report for review, then three (3) Final hard copies of the complete Inspection Report containing tabbed sections for each structure inspected. The report shall be printed on standard 8.5"X11" paper. Copies of all photographs shall be appropriately labeled. The Inspection Report shall identify the condition states of the elements, performance deficiencies, required maintenance and recommendations for repairs and rehabilitation including Class C Cost Estimates.