

REQUEST FOR PROPOSAL

RFP NO. ENG 25-03 Storm Sewer Asset Management Plan

DATE OF ISSUE: July 23, 2025



TABLE OF CONTENTS

1 INTRODUCTION..... 3

2 BACKGROUND..... 3

3 SCOPE OF WORK 5

4 PROPOSED SCHEDULING..... 10

5 PROPOSAL ENQUIRIES..... 10

6 PROPOSAL REQUIREMENTS 10

7 EVALUATION CRITERIA 12

8 AVAILABLE INFORMATION 12

9 GENERAL INSTRUCTIONS FOR THE PROPONENTS..... 12

APPENDICES

- A: Stormwater System Modelling Report (GeoAdvice, 2020)
- B: I&I Management Plan (KWL, 2021)
- C: Professional Services Agreement

1. INTRODUCTION

The Township of Esquimalt (Township) is inviting qualified engineering consultants to submit proposals to create a long-term asset management plan for Township's storm sewer system that will guide infrastructure renewal and maintenance for the next 20 years using asset management best practices.

The successful bidder (Consultant) will then enter into the Professional Services Agreement (see Appendix C) with the Township.

2. BACKGROUND

The Township owns, maintains, and operates the municipal storm sewer, which contains:

- Storm sewer mains = 67.29 km
- Service laterals = 3355 ea
- Storm sewer manholes = 1010 ea

Limited public access in GIS is available at <https://esquimalt.maps.arcgis.com/home/> Access to the entire sewer network in GIS is available to all bidders upon request. Sewer attribute data includes the following for a majority of the assets:

- Storm mains
 - Elevations
 - Catchment
 - Diameter
 - Material
 - Length
 - Slope
 - Date installed
 - Impacted households
- Storm manholes
 - Rim elevation
 - Invert elevation
 - Catchment
 - Date installed
- Storm laterals
 - Diameter
 - Material
 - Catchment
 - Length
 - Date installed

In 2018 to 2019 GeoAdvice Engineering Inc (GeoAdvice) completed a storm model and capacity analysis for the Township. The final report was completed in early 2020 and can be found in Appendix A. The model will be provided to the Consultant at their request. The model has not been updated since it was developed. Limited monitoring budget was assigned to this project at that time. This is evident in the results that highlight flooding in many areas throughout the Township. Field observations since this time do not align with this, as there are no known areas of flooding during rain events in the Township. Flooding issues in the Township typically relate to stormwater entering the sanitary sewer system through I&I. As such, the Consultant will be required to complete more extensive field monitoring of the storm system to better calibrate the model as part of this project.

Esquimalt is currently in a phase of growth and has seen significant development since the model was completed. Future growth is expected based on the [Official Community Plan](#) (OCP). Although on-site stormwater collection to reduce flow from private property is encouraged, as identified in Section 12.3 of the OCP, it is not required. Staff rely on the Subdivision and Development Servicing Bylaw #3128 that requires that post-development flows shall not exceed pre-development flows. Even with this approach, it is anticipated that an increase in stormwater runoff into the storm system has increased over the years.

Between 2017 and 2023, the Township completed a CCTV inspection program on sewer and drain mains using. The reports were digitized into an Excel spreadsheet that provides the following information:

- Asset ID
- Asset Type
- Date of Inspection
- Material
- Length
- Total Length
- Structural Pipe Rating
- Structural Quick Rating
- Structural Pipe Index Rating
- Structural Likelihood of Failure (LoF) Score
- Max Structural LoF Score

The summary spreadsheet and all detailed inspection data will be provided to the Consultant upon request. Condition data for manholes and service laterals are not available.

Inflow and infiltration (I&I) is of significant concern in the Township. The Township is a member of the [Core Area Liquid Waste Management Plan](#) that commits municipalities to reduce wet weather flows to four times the Average Dry Weather Flow (ADWF) by 2030. In 2021, the Township hired Kerr Wood Leidal Associates LTD (KWL) to complete an I&I Management Plan that identifies methods of reducing I&I to achieve 4XADWF by 2030. The I&I Management Plan is attached in Appendix B. Additional flow data from CRD quarterly flow reports will be provided to the Consultant upon request. Although the I&I and flow reports focus on sanitary sewer flows, one of the sources of the infiltration is from poor condition storm mains and as such, should be a consideration as part of the review of the overall stormwater system.

The Township relies on the CRD through the Stormwater Quality Program to identify contamination in stormwater, particularly through annual outfall monitoring. The results of this program are posted on the CRD's website in the annual Core Area Stormwater Quality Program Report. The [2024 Report](#) identified 5 outfalls with a High Public Health Concern Rating, with 3 of those outfalls recommended for corrective action. A further 3 outfalls were recommended for action due to elevated sediment chemical contaminant concentrations over time. Results of each outfall are provided in the maps in the reports. The Consultant will be expected to review these reports and include recommendations to address these issues, along with preventing future environmental issues, in the deliverables of this project. There is an optional item in this project to further explore problem outfalls and identify remedial actions, where needed.

The Township does not have an overall stormwater management plan that identifies priorities and funding needs to maintain current service levels. The Township is seeking a consultant to build off the previous studies (stormwater model and I&I management plan) and inspections (CCTV, CRD stormwater reports) to provide a roadmap for the Township to efficiently maintain levels of service while also factoring in the Township's budget constraints, development, I&I, and environmental goals.

3. SCOPE OF WORK

The objective of this project is to develop a Storm Sewer Management Plan (Plan) that provides at lifecycle funding requirements, 20 years of priority replacements, upgrades, and maintenance work, an updated storm model for the entire storm system, and an updated GIS database. The Plan will be based on the available information including condition, age, expected development, I&I goals, and environmental initiatives in order to maintain current service levels.

3.1 SUMMARY OF DELIVERABLES

- Meetings with Township staff
- Review 2019 storm model and capacity analysis completed by GeoAdvice
- Updated hydraulic model of the Township's entire storm system
- Flow monitoring and model validation
- Analyze the existing and future storm system
- Review and analyze digitized CCTV records and reports
- Review and analyze CRD Stormwater Quality Reports
- Additional outfall investigations and recommended stormwater improvement projects for problematic outfalls (Optional)
- Develop storm main replacement priority spreadsheet and GIS layer
- Identify replacement costs for storm main replacements
- Develop a lifecycle cost vs planned budget graph
- Develop a 20-year detailed project list with estimates
- Identify new maintenance programs
- Produce an overall Storm Asset Management Plan document
- Presentation on key findings to Council

3.2 DELIVERABLE DETAILS

3.2.1 Meetings

The bidders should account for the following meetings in their proposals with Township staff:

- In person kickoff meeting at Esquimalt Municipal Hall = 2 hours
- Virtual reoccurring 1 hour monthly meeting for duration of project = 8 hours

3.2.2 Review 2019 Storm Model

The intent of this project is to build off the work the Township has been doing over recent years and not to start over. Although the Township has not been maintaining the 2019 Storm Model, the model will be available to the Consultant. The Consultant should review the model and corresponding analysis report.

3.2.3 Updated Storm Model

Utilizing the work done by GeoAdvice in 2019, the Consultant will be provided with developments that have been completed or are underway in the Township to update the model. A similar approach was taken for the recent update to the Township's sanitary sewer model. The Consultant will be provided the report the sanitary sewer model was based on, which identifies recent developments since 2019, developments underway or planned, and future development opportunities.

3.2.4 Flow Monitoring & Model Validation

In order to calibrate the model, the Consultant will develop a robust flow monitoring plan for a 3-month monitoring period that the Consultant will be required to implement. The 3-month monitoring period is expected to occur during the fall and early winter months. The purpose of the monitoring is to develop an accurate model that represents the field observations that reflect no current flooding issues in the Township. Upon request, further sanitary sewer flow data used to develop the sanitary sewer model, will be shared with the Consultant to better the effects of I&I in the Township. The Consultant shall validate the model utilizing the monitoring data and by following best practices.

Proposals should demonstrate how flow monitoring will take place and provide sufficient evidence showing how the proposals meet the purpose of this deliverable, which is to provide an accurate model that represents field observations.

3.2.5 Storm Model Analysis

After developing and calibrating a storm model, the Consultant shall:

- analyze the present day model to identify deficient infrastructure required to bring the system to operation to within acceptable levels of service and design parameters;
- develop and analyze two future scenarios (example: 20-years and full build out) to identify deficient infrastructure required to bring the system to operation to within acceptable levels of service and design parameters;

- for all scenarios provide a GIS layer that is colour coded for capacity levels, with a corresponding PDF map;
- identify future sizing requirements for every main segment in a spreadsheet, map and GIS layer;
- provide the Township with a preliminary list of potential infrastructure and/or operational improvements to address any identified system deficiencies for further review and assessment by the Township; and
- incorporate input received from the Township on preliminary findings and develop a prioritized list of improvements with Class D cost estimates.

3.2.6 Analyze CCTV Records and Reports

The Township expects the Consultant to build an asset management plan that identifies 20 years of funding requirements and a detailed 10-year list of priority projects based on the condition of pipe, where available. This identified renewals will utilize condition information from the Township's database of CCTV inspection videos and corresponding reports. This information has been digitized and is available for the Consultant in a spreadsheet, with the attributes described in the Background section above. The Consultant will complete an analysis of this information to inform the asset management plan.

3.2.7 Review and Analyze CRD Stormwater Quality Reports

The Consultant will review historic CRD stormwater reports in order to provide a prioritized list of recommended actions that align with best practices for any necessary remediation or preventative improvements to increase stormwater quality. Recommendations will include a Class-D estimate and be included in the overall project list.

3.2.8 Stormwater Quality Investigations and Recommendations (Optional)

Beyond the desktop exercise listed above, the Township is interested in identifying the source of contamination at select outfalls and recommending at a high-level any necessary remediation. Proponents should include optional pricing to complete this work for Outfalls 742, 749, 780 and 805/806. The Consultant will complete exploratory work through additional monitoring and investigations to more accurately pinpoint the source of contamination. Based on this information, the Consultant will provide a memo to the Township summarizing the findings and recommend any necessary remediation. Class-D estimates should be included in the memo for any remediation or actions. This work is listed as Optional as it is budget dependent. The Township's intent is to work with the Consultant to further define this scope and necessary costs, should this work proceed. If this work proceeds, the Consultant will work with staff to determine the priority of each of these actions and include them in the overall priority list below. If the work doesn't proceed, the Consultant will rely on the analysis of the CRD reports identified in the above deliverable.

3.2.9 Storm Main Replacement Priority List and GIS Layer

The Consultant will develop a priority matrix for the replacement of all storm mains, along with necessary improvement projects to increase stormwater quality to meet best practices. This will be done using the information described above, risk factors, best practices and input from the Township. The output will be a list and GIS layer that assigns each asset segment a replacement/repair year. The Consultant should provide the Township with a memo explaining the criteria the priority matrix is based on.

3.2.10 Storm Main Replacement and Stormwater Quality Improvement Costs

A Class-D estimate for replacement and improvement costs for each segment will be required, using a unit rate agreed to with the Township. Any additional capital projects for stormwater quality improvement (example: stormceptor to be added at Outfall 780) should be included, including the priority of the improvement. The Consultant will propose the rates used to the Township for review before calculating the estimates.

3.2.11 Lifecycle Cost vs Planned Budget Graph

The Township has a limited storm operating and capital budget. A high-level study completed by FIT Consulting for the Township identified \$1.9M in annual capital renewal funding needed to provide sustainable funding for the Township. Currently there is no funding for capital renewals. In the Township's 2025-2029 Financial Plan, funding is identified to grow as follows:

- 2026 = \$100,000
- 2027 = \$250,000
- 2028 = \$500,000
- 2029 = \$750,000

Continual growth is expected, but is subject to Council approval and requires tax rate increases. In addition, the \$1.9M in sustainable funding is expected to be a low target based on the results of the recently completed Sanitary Sewer Asset Management Plan. Utilizing the information in previous deliverables, the Consultant will determine what an annual sustainable funding amount is to maintain levels of service, meet development demands and environmental best practices.

The Consultant will then develop a graph that shows existing and required funding levels. The graph should use at a minimum a multi-year ramp up period to transition from existing funding to the new required levels. The graph will show planned budget and forecasted costs for operations, maintenance, and capital projects. The purpose of the graph is to show the gap between existing funding levels and required funding levels that are needed to maintain existing levels of service. The graph should be level loaded to afford highs and lows in funding. The Consultant will complete this based off best practices. Extending life of the assets through additional maintenance (ie flushing) or lining of pipes is acceptable. The Township expects the Consultant to explore all options and recommend a funding plan based on best practice.

3.2.12 20-Year Detailed Project List

Further to the life-cycle graph, a 20-year detailed list of capital projects is required. The list should identify the asset, type of renewal (ie replacement or lining), and Class D cost estimate separated for detailed design and construction. Projects can include renewals, upgrades, and improvements for stormwater quality. The list will align with the plan for funding and be based on maintaining levels of service, meeting development demands, and achieving environmental best practices. A Class-D cost estimate will be provided for each project/asset. The intent of this list is for Township to have an actionable list of priorities that include all aspects of the storm system. Separate lists for renewals, upgrades, and improvements are acceptable, but they need to then be merged into one overall priority as part of this 20-year list.

3.2.13 Maintenance Plan

Review current maintenance and operating programs and identify any improvements. Examples include, but not limited to flushing, lining, inspection chamber installations, service lateral replacements, reoccurring CCTV inspection intervals, additional flow monitoring, etc. The plan should include best practices to improve stormwater quality. Any improvements should be included in the funding requirements graph. The Consultant should identify the overall priority of these actions with a corresponding year and budget amount (example annual flushing program starts in year 2).

3.2.14 Storm Asset Management Plan

An overall Storm Asset Management Plan (Plan) will be developed to summarize the key findings. Included in the Plan are the following deliverables that were listed above:

- Map of the present day storm model that colour codes the pipe segments by existing capacity;
- Map of the future models that colour codes the pipe segments by existing capacity;
- Map of the pipe segments colour coded by priority of replacement year;
- Description of proposed maintenance activities and corresponding priority;
- 20-year detailed project list with Class D estimate that includes the prioritization of:
 - Improvements identified in present day storm model
 - Improvements identified in future storm model
 - Priority projects identified for replacement for condition
 - Priority projects identified for improving stormwater quality
 - Projects identified in the maintenance plan
- Lifecycle cost vs planned budget graph that includes
- Appendix with every pipe segment, cost of replacement, size of replacement, and estimated year of replacement

The Plan should be actionable, concise, and easily digestible by Engineering staff.

3.2.15 Presentation to Council

The Consultant will produce a PowerPoint presentation of the key findings and recommendations and present this to Esquimalt Council at a public meeting. The Consultant will be required to attend the meeting in person and be there to answer any questions from Council following the presentation.

4. PROPOSED SCHEDULING

This is the Township's preferred scheduling. Proponents are suggested to align their submissions as closely as possible to the schedule below. Full marks in the Schedule scoring will be provided if the proposed schedule is met. Marks will be reduced if the proponents schedule is beyond the preferred. The Township encourages

proponents that feel the timeline is unattainable to request a new completion date as a written question while the RFP is open for questions.

- RFP issued on **July 23, 2025;**
- RFP closes on **August 21, 2025 at 2:00 P.M. local time;**
- Anticipated notice of award on **September 12, 2025;**
- Substantial completion on **February 28, 2026**
- Anticipated presentation to Council **March Committee of the Whole**
- Total completion on **March 27, 2026**
- It is the Township's expectation that work will progress in an organized and timely manner.

5. PROPOSAL ENQUIRIES

All enquiries should be written and directed to:

Attn: Joel Clary, Director of Engineering & Public Works
Email: engineering@esquimalt.ca
Telephone: 250-414-7108

Inquiries can be made up to 2:00 p.m. local time on August 14, 2025.

6. PROPOSAL REQUIREMENTS

Proposals are to be submitted by email to the email address indicated above in the Proposal Enquiries Section. Proposals will be clearly laid out to address the items listed below:

- **Title page:**
 - Reference the RFP number and title, the firm's address, the name and number of the contact person and the date of the Proposal.
- **Table of Contents**

▪ **Section 1 - Understanding and Methodology:**

- The Proponent will outline their understanding of the scope of work and how they will deliver this work, including the following:
 - Clear understanding of the objectives and expected deliverables
 - Proposed methodology for each phase of the deliverables
 - Preference will be given for Proponents that demonstrate an understanding of the Township's specific challenges
 - Innovation and value-added services will be considered an asset

▪ **Section 2 - Schedule:**

- Provide a schedule that shows completion of the work based on the work plan and methodology provided.
- Preference will be given to Proponents that meet the Township's proposed timeline described above.

▪ **Section 3 - Key Staff Qualifications and Roles:**

- The Proponent shall provide information on key individuals that will be undertaking this Work and their capacity to complete this Work. This information should highlight how the various individuals will be involved in the Project and their relevant experience. Preference will be given for individuals with directly related experience.
- Capacity of key staff and level of involvement of specialists and experts will be a consideration during scoring.
- If a sub-consultant/contract is to be utilized, this information should also be supplied.
- The Consultant shall also provide a brief corporate profile, covering the company's history, office location(s), the corporate operating philosophy, etc.

▪ **Section 4 - References:**

- Provide a minimum of 3, maximum of 5 selected projects. Preference will be given to Proponents that demonstrate past projects that are similar to this project and demonstrate the Proponent's suitability.
- Each reference shall contain the following:
 - Name of the contact person.
 - Position of contact person held in the previous project
 - Phone number and email address
 - Project name/description/cost of project
 - Name and role of relevant key staff listed in Section 3

▪ **Section 5 - Fee Proposal:**

- Provide a fee proposal for the required scope of work that is broken down by deliverable, including rates for the personnel identified in Section 3, a breakdown of hours, and information on all additional rates such as office charge, administration, disbursements, travel (etc.).

▪ **Section 6 - Insurance:**

- Provide information that details the Proponent's ability to secure insurance that meet the requirements of the request for proposal.

7. EVALUATION CRITERIA

The following criteria outlined below will be utilized in the evaluation of the Proposals.

Criterion	Weighting
Fee Proposal	30%
Key Staff Qualifications and Roles	30%
Understanding and Methodology	30%
Project Schedule	5%
References	5%

8. AVAILABLE INFORMATION

The following information is available to the successful Proponent:

- Cadastral drawing of the Township (AutoCAD)
- Access to the Township GIS database
- 2019 Storm Model by GeoAdvice
- CRD quarterly flow reports

9. GENERAL INSTRUCTIONS FOR THE PROPONENTS

The following instructions, terms and conditions apply to all Proposals related to this Request for Proposal.

9.1 The Corporation of The Township of Esquimalt expressly reserves rights to the following:

- 9.1.1 To accept any Proposal;
- 9.1.2 To reject any and/or all irregularities in the Proposal submitted;
- 9.1.3 To reject any and/or all Proposals;
- 9.1.4 To accept a Proposal that is not the lowest cost;
- 9.1.5 To make decisions with due regard to quality of service and experience, compliance with requirements and any other such factors as may be necessary in the circumstances.
- 9.1.6 To work with any Participant whose Proposal, in the opinion of the Management, is in the best interest of The Township;
- 9.1.7 To cancel or re-issue the RFP.

9.2 All Proposals must be submitted to the Engineering Department, by email to the following:

Attn: Joel Clary, Director of Engineering & Public Works
engineering@esquimalt.ca

The Proposal is to be saved as an email attachment in PDF file format. Do not include your fee in the body of the email, as the attachments will not be opened until after the Proposal closing time.

- 9.3** Email submissions could be delayed or rejected by the Township's email security system. The onus is on the Proponents to make sure the Township receives the email submission.
- 9.4** A Proposal will not be considered if it is deemed to be incomplete in any fashion or unsigned by the appropriate authority.
- 9.5** Any Proposal received after the hour and date specified will not be considered and will be returned unopened.
- 9.6** Telephoned or faxed Proposals will not be accepted.
- 9.7** Modification of a Proposal after RFP closing date will result in the return of the Proposal.
- 9.8** Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of British Columbia.
- 9.9** It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP.
- 9.10** While the Township has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Township will assume no responsibility for any oral information or suggestion(s).
- 9.11** Proponents are solely responsible for their own expenses in preparing a response and for subsequent negotiations, if any. If The Township elects to reject all responses, The Township will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the response, loss of any anticipated profit in connection with any final contract, or any other matter whatsoever.
- 9.12** All documents, reports, proposal submissions, working papers or other materials submitted to The Township shall become the sole and exclusive property of The Township and as such, are subject to Freedom of Information Legislation. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.
- 9.13** Except as expressly and specifically permitted in these General Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

- 9.14** The Proponent warrants that the Proponent is not employed by The Township, nor is an immediate relative of such an employee, if the goods or services to be supplied under this Proposal are intended to be supplied to the department in which such employee works.
- 9.15** If the Proponent is a company, the Proponent warrants that none of its officers, directors, or employees with authority to bind the company is an immediate relative of employees of The Township, if the goods or services to be supplied under this proposal are intended to be supplied to the department in which such employee works.
- 9.16** In this section “Immediate Relative” means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a municipal employee.
- 9.17** If any director, officer, employee, agent, or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer, or employee of The Township with respect to the Proposal, whether before or after the submission of the Proposal, The Township shall be entitled to reject or not accept the Proposal.
- 9.18** The key personnel named in the Proponents RFP response, shall remain in these key positions throughout the project. In the event that key personnel leave the firm, or for any unknown reason are unable to continue fulfilling their role, the Proponent must propose a suitable replacement, and obtain written consent from The Township. Acceptance of the proposed replacement is at the sole discretion of The Township.
- 9.19** Any and all addendums to this RFP opportunity will be forwarded to all prospective Proponents. It is the sole responsibility of participants to ensure they have provided accurate contact information to receive all addendums prior to RFP closing.
- 9.20** Proponents responding to this competitive process agree to the terms and conditions of the Proposal opportunity as issued by The Township. Submissions shall not contain any alterations to the posted document other than entering data in the spaces provided or including attachments as necessary. Participants who alter the document as issued may be disqualified from this competition.
- 9.21** The Proponent shall indemnify and save harmless The Township and its officials, officers, employees and agents from any claim, lawsuit, liability, debt, demand, loss, or judgment (including costs, defence expense and interest) whatsoever and howsoever arising either directly or indirectly as a result of the granting of this contract or the use of The Township’s property or facilities.
- 9.22** The Proponent shall waive all rights or subrogation or recourse against The Township as a result of the granting of this contract or the use of The Township’s property or facilities.
- 9.23** The Proponent shall indemnify and pay The Township promptly, on demand for any loss or damage to The Township’s property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this contract.

9.24 The successful proponent must possess an inter-municipal or non-resident business licence and will be required to provide evidence of same.

9.25 The Proponent must be registered and remain in good standing, throughout the terms of this contract with WorkSafeBC and will be required to provide evidence of same.

9.26 INSURANCE

9.26.1.1 The Proponent shall, at their own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to The Township with an insurer licensed in British Columbia:

9.26.1.2 Comprehensive General Liability Insurance \$2,000,000.00

9.26.1.3 Professional Liability \$1,000,000.00

9.26.2 The Proponent shall provide and maintain Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 and Professional Liability with a minimum limit of \$1,000,000 inclusive per occurrence, for bodily injury, death, and property damage. Such policy shall include:

9.26.2.1 The Township and its officers, employees, officials, agents, representatives, and volunteers as Additional Insured.

9.26.2.2 Cross liability and a waiver of subrogation or recourse against The Township.

9.26.2.3 Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of The Township, to be delivered by registered mail to the attention of the Risk Manager at the address of Municipal Hall.

9.26.3 The Proponent shall be responsible for any deductibles or reimbursement clauses within the policy.

9.26.4 The Proponent shall provide The Township with a Certificate of Insurance prior to the commencement of the Proponent programs and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage.

9.27 The Township shall be under no obligation to verify that the coverage outlined in Clause 9.25.2 is adequate for the needs of the Proponent.

9.28 The successful Proponent will enter into a contract in the format as in the attached in Appendix C, including all conditions included in the RFP.

9.29 All Proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.

9.30 BEST OFFER

9.30.1 The Township will notify the successful Proponent that its Proposal has been selected as the Best Offer.

A contract is formed only when the owner issues a purchase order to the selected Proponent who has submitted the Best Offer.