

REQUEST FOR PROPOSALS

**PROJECT MANAGEMENT SERVICES –
Island Lake Regional Water Supply**

**Issued:
November 22nd, 2024**

**Proposal Submission Deadline:
December 20th, 2024, at 2:00 p.m. (Alberta Time)**

**NOTE:
RESPONSES WILL NOT BE OPENED PUBLICLY**

**Posted to:
Alberta Purchasing Connection at www.purchasing.alberta.ca
Athabasca County website at www.athabascacounty.com**

Key Dates*

RFP posted on APC (Alberta Purchasing Connection)	November 22 nd , 2024
Deadline for Proponent's questions	December 6 th , 2024, 2:00pm ALBERTA TIME
If Required, Final Addendum posting	December 13 th , 2024, 2:00pm ALBERTA TIME
Submission Closing Date & Time	December 20 th , 2024, 2:00pm ALBERTA TIME
If Required, Proponent's proposal clarifications	January 3 rd , 2025 2:00pm ALBERTA TIME
Successful Proponent notification	January 17 th , 2025

***All dates and times are subject to change.**

Table of Contents

1. Instructions to Proponents.....	2
2. Background Information	8
3. Proposal Evaluation Process.....	11
4. Proponent Response Instructions.....	14
Appendix A Workbook	
Appendix B Certification	
Appendix C Standard Agreement Template	
Appendix D Insurance Requirements	
Appendix E Client References	
Appendix F Addenda Acknowledgement	
Appendix G Additional Information	

1. INSTRUCTIONS TO PROPONENTS

1.1 Introduction

The objective of this RFP is to solicit Proposals from qualified consultants for the provision of Project Management Services for the Island Lake Regional Water Line design and construction that will be required by Athabasca County (the “County”). The County is looking for project management professionals or Owner’s Engineer who can handle complex multidisciplinary contracts and phased timelines. The aim of this process is to have a reliable project manager who can oversee multiple design and construction phase contracts. This is **not** primarily an engineering contract and the best PMP to deliver this may be a more multidisciplinary service provider in lands, water resources and general procurement, working with consulting engineers that are subsequently hired upon the recommendation of the project management consultant.

The primary document for interested respondents to review: Island Lake Feasibility Study 2023.

Work will commence at the execution of provincial contribution agreements, pending County satisfaction with what the detail design phase covers in terms of work.

1.2 Preparation of Proposals

All Proposals received will be subject to all terms and conditions contained in this RFP competition. Proponents are responsible for familiarizing themselves with all terms and conditions of this document and for carefully examining the samples, specifications and other documents enclosed herewith (herein collectively referred to as the “RFP”). The Proponent shall make all inquiries and investigations necessary for the preparation and submission of proposals and shall be deemed to have made same prior to submitting the proposal response.

The County will not be responsible for any costs incurred by a proponent in preparing and submitting a proposal.

There is no guarantee of volume of work or exclusivity of contract at the end of this RFP process, because particular design detail phase projects and their outcomes go straight to the heart of the overall project’s feasibility long before the County reaches a construction phase.

1.3 Award

Based on criteria in this RFP, the County will review proposals and determine the most suitable respondent for the work. The County may reject any and all Proposals.

1.4 Definitions

Terms used in this RFP have the meaning set out below unless otherwise indicated.

“Agreement” means a written document between the County and the Proponent(s) to perform the tasks, duties and responsibilities, as described in this RFP.

“Alberta Time” means Mountain Standard Time or Mountain Daylight Saving Time as provided for in the Daylight-Saving Time Act of Alberta.

“APC” means Alberta Purchasing Connection and is the Government of Alberta’s official web site where this competitive process is posted. Please see the following website for additional information: <http://www.purchasing.alberta.ca>.

“Contract Administrator” means the County’s representative responsible for the day-to-day administration of the contract. The Contract Administrator is the Proponent’s primary County contact for all matters relating to the contract and service delivery.

“Must” means a requirement that is to be met in a substantially unaltered form for a Proponent’s Proposal to be considered.

“Primary Contact” means the individual a Proponent (that has submitted a Proposal), designates to represent the Proponent during the competitive process associated with this RFP. There can be only one (1) Primary Contact.

“Proponent” means the firm or individual who has obtained a copy of this RFP or has registered as an Interested Proponent on APC for this competitive process.

“Proposal” means the Proponent’s response to this RFP.

“Services” means everything done or performed by or through the Proponent that is within the scope of the RFP, including preparation and submission of any deliverables required by the Agreement.

1.5 Pre-Proposal Meeting

There will be no Pre-Proposal meeting scheduled for this competition.

1.6 Inquiries

Email inquiries will be accepted up to and including **2:00 p.m. Alberta Time, December 6th, 2024**. No telephone inquiries will be accepted.

At the County’s sole discretion, information or clarifications regarding competitive process procedural issues may be provided to Proponent(s) after this date and time.

All inquiries shall be sent to the County personnel listed below. Do not contact any other County employees or Proponents regarding any aspect of this RFP process, procedural or technical.

For the purposes of this procurement process, the “County Contact” is:

Bob Beck, Chief Administrative Officer

Email: cao@athabascacounty.com

When submitting an inquiry, identify your organization name, address, telephone, as well as:

“RFP – Project Management Services Island Lake Water Line” in the subject line of the email. All inquiries received will be reviewed by the County. Inquiries that may contain proprietary or confidential information, in the County’s sole opinion, may be answered exclusively to the submitting Proponent directly via e-mail (not posted on APC) provided the response does not 1) require a modification to this RFP document, or 2) potentially provide the Proponent with an undue advantage in the competitive process. If the County believes that either of these situations may reasonably arise, it reserves the right to request the Proponent to reword and resubmit the inquiry or not provide a response.

All other inquiries will be compiled and answered in the form of written Addenda issued by the County and posted on APC. Proponents are strongly encouraged to submit inquiries as early as possible. Proponents are advised that all other inquiries received and answered by the County will be provided verbatim to Proponents.

Prior to the Closing Date and Time, if the County requires clarification pertaining to an inquiry submitted by a Proponent, the County will direct the request for clarification to the Proponent’s representative that submitted the inquiry.

After the Closing Date and Time, the County will direct all correspondence regarding this competitive process to the Proponent’s Primary Contact as identified in its Proposal. It is the Proponent’s responsibility to notify the County personnel listed above in writing and in advance of any change in the Proponent’s Primary Contact information; this is especially critical for an e-mail address change.

The County assumes no responsibility or liability arising from information obtained in a manner other than as described by this RFP.

1.7 Addenda

Any changes to this RFP as well as the response(s) to all inquiries received (subject to section 1.7) will be issued in the form of written Addenda. The final written Addenda will be issued no later than **2:00 p.m. Alberta Time, December 13th, 2024.**

The final written Addendum to non-proprietary or non-confidential inquiries will be posted on APC no later than the above noted date and time. The final written Addenda to proprietary or confidential inquiries will be e-mailed directly to the Proponent’s representative that submitted the inquiry no later than the above noted date and time.

The date and time for issuing the final written Addendum may be amended at the sole discretion of the County.

Verbal instructions shall not be binding.

It is the Proponent's sole responsibility to regularly check APC for any updates or Addenda pertaining to this competitive process, and to maintain current and accurate user profile information on APC. The County will not be liable to any Proponent for any damages, direct or indirect, or lost profits arising out of the Proponent's use of the APC. By registering as an Interested Proponent on APC for this competitive process, the Proponent agrees to be bound by the terms and conditions set out in the APC website.

The County requests the Proponent acknowledge receipt of all Addenda by completing and returning Appendix A with the Proposal. The County shall have the sole authority to resolve any discrepancies, omissions, or conflicts in this RFP.

1.8 Closing Date and Time

The Closing Date and Time for this RFP is **December 20th, 2024, at 2:00 p.m. Alberta Time.** The Closing Date and Time may be amended at the sole discretion of the County.

For RFP closing purposes, the official time of receipt of Proposals shall be as determined by the time recorder clock located at the County Office, Front Reception used to date and time stamp Proposals upon submission to the County.

Failure to clearly identify Proposals as outlined in Section 1.10 – Submission of Proposals, Proposals being delivered to the County Office, Front Reception just prior to the Closing Time, and/or Proposals not being delivered directly to Front Reception may result in delays in date and time stamping of Proposals. Proposals that are date and time stamped after the Closing Date and Time will not be evaluated and will be returned unopened.

1.9 Submission of Proposals

The Proponent shall submit three (3) printed copies and one digital copy in .PDF format on USB of their complete proposal in a **sealed package clearly marked and identified as follows:**

RFP:	Project Management Services – Island Lake Water Line
CLOSING DATE:	December 20, 2024
CLOSING TIME:	2:00 p.m. Alberta Time
ADDRESSED TO:	Chief Administrative Officer Athabasca County 3602-48 Avenue Athabasca, AB T9S 1M8
FROM:	(Proponent's Name)

The above information must appear on the outside of **all** packages or boxes containing the Proponent's Proposal . If multiple packages or boxes are being submitted, clearly indicate the number, e.g., 1 of 3, 2 of 3, etc.

- 1.9.1 Faxed or electronically submitted Proposals will not be accepted;
- 1.9.2 Proposals submitted in the name of an incorporated company shall be signed in the name of the company by a duly authorized representative of the company;
- 1.9.3 Proposals received after the Closing Date and Time will not be evaluated and will be returned unopened;
- 1.9.4 Delivery service disruptions will not be acceptable conditions for late Proposal submissions;
- 1.9.5 At any time prior to the RFP Closing Date and Time, a Proponent may withdraw its Proposal. No Proposal shall be altered, amended or withdrawn after the Closing Date and Time unless the Proponent is requested to do so by the County;
- 1.9.6 There will be no public opening of Proposals;
- 1.9.7 Persons or firms submitting Proposals shall be actively engaged in the line of work required by the RFP and shall be able to refer to work of a similar character performed by them; and,
- 1.9.8 The County will retain for its records all copies of Proponents' Proposals and related documents.

1.10 Exceptions

For the Proponent to be considered for possible exemption from the application of any of the terms and conditions or specifications contained in the RFP, the County requests the Proponent's Proposal specifically address the term, condition, or specification in question by referring to the corresponding RFP page number and paragraph containing the term, condition or specification and, if applicable, providing proposed revised wording.

The acceptability of any proposed exemption will be determined by the evaluation team. The extent of any proposed exemption(s) may be a factor in whether the County will accept or reject a Proponent's Proposal.

1.11 Reservation

Notwithstanding anything to the contrary herein, the County reserves the right in its sole discretion to:

- 1.11.1 Accept or reject any or all Proposals.
- 1.11.2 Add, delete and/or negotiate with a Proponent an Agreement containing different and/or additional items or terms without reference to other Proponents or Proposals.

-
- 1.11.3 Disqualify a Proponent in the event that, in the sole discretion of the County, its Proposal does not contain sufficient information to permit a thorough analysis.
 - 1.11.4 Verify the validity of the information supplied and to reject any Proposal where the contents appear to be incorrect or inaccurate in the County's estimation.
 - 1.11.5 Award the contract to more than one Proponent without invalidating the Proposals.
 - 1.11.6 Accept Proposals in whole or in part.
 - 1.11.7 Accept a non-compliant Proposal.
 - 1.11.8 Waive compliance with any requirement of this RFP for any one or more Proponents at any time without notice.
 - 1.11.9 Accept or reject any Proposal where the County believes the County staffing levels required to implement and maintain a Proponent's proposed solution are unacceptable.
 - 1.11.10 In the event that:
 - Financial circumstances of the County change;
 - Political, economic or technical conditions change;
 - Any other unforeseen event or circumstance occurs which is beyond the control of the County; or,
 - Less than three (3) qualified Proponents submit Proposals

The County reserves the right, in its sole discretion, to cancel this RFP without award or compensation to Proponents, their officers, directors, employees or agents.

- 1.11.11 The County may contract with others for the same or similar Deliverables to those described in this RFP or may obtain the same or similar Deliverables internally.

1.12 Freedom of Information and Protection of Privacy Act

While the *Freedom of Information and Protection of Privacy Act* allows persons a right of access to records in the County's custody or control, it also prohibits the County from disclosing personal information about an individual in certain circumstances, or business information, if disclosure could reasonably be expected to cause harm as outlined in the *Act*. Because of the complexity of this *Act*, Proponents must consider the potential that any information that is provided to the County may be disclosed to a third party.

All information in the possession or control of the County, including any information provided, obtained or under the custody or control of the County as a result of this competitive process, is subject to the *Freedom of Information and Protection of Privacy Act*. Should the County receive a request for any records that are under the control of the County and in the Proponent's custody, the Proponent must provide the records, at the Proponent's expense, to the County.

Assessment criteria and allocation formulas for this competitive process are public information. Information regarding individual assessments is considered confidential and may be provided, upon request, to the party to whom it relates. Third parties will only be provided information in accordance with the Freedom of Information and Protection of Privacy Act.

1.13 Conflict of Interest

Proponents must fully disclose, in writing to the County on or before the Closing Date and Time of this RFP, the circumstances of any potential conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP. The County shall review any submissions by Proponents under this provision and may reject any Proposals where, in the sole opinion of County, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFP.

1.14 Governing Law

This RFP shall be governed by the laws of the Province of Alberta, and the forum for all disputes shall be the Courts of the Province of Alberta.

2. BACKGROUND

2.1 Background Information

Island Lake and Baptiste Lake are destinations adored for their scenery and lake-based activities. The lakes are home to six summer villages representing close to 600 permanent residents and many more seasonal residents. The area also includes several rural subdivisions, campgrounds, and farms.

The area does not have direct access to clean potable water. Residents currently utilize unreliable private wells, or truck haul water from the Town of Athabasca. These options jeopardize the safety of residents and have an impact on road infrastructure and the environment.

The Summer Village of Island Lake approached the Aspen Regional Water Services Commission in 2019 regarding water supply to the Summer Village. The Summer Village's intent was to provide a truck fill located near the Summer Village and in proximity to Highway 2.

Alberta Transportation and Economic Corridors awarded a grant in 2023 to the Summer Village of Island Lake, under the Alberta Municipal Water and Wastewater Partnership Program, to study the feasibility of water supply to the region. In May of 2023 the Summer Village of Island Lake engaged Associated Engineering to commence the feasibility study. A steering committee was formed in July of 2023 to lead the study and included participants from the following:

- Summer Village of Island Lake
- Summer Village of Island Lake South

-
- Summer Village of South Baptiste
 - Summer Village of West Baptiste
 - Summer Village of Whispering Hills
 - Athabasca County
 - Town of Athabasca
 - Aspen Regional Water Services Commission.

The primary objective of the study was to determine the feasibility of water supply to the municipalities around Island Lake and Baptiste Lake through local water treatment or piped supply from the Commission in the Town of Athabasca. The study concluded the following:

- Groundwater wells in the area are not capable of supplying the projected average day demand or peak day demands.
- The Commission's Water Treatment Plant, located on the east side of the Town of Athabasca, has adequate capacity to supply the municipalities around Island Lake and Baptiste Lake.
- Water supply to the region is most feasible through a piped system from the Commission. This would involve 15 km of 250 mm and 10.7 km of 150 mm pipe, a booster station, a reservoir and commercial truck fill near Baptiste Lake and truck fill station near Island Lake.
- The opinion of probable cost for the project is approximately \$16.6M.
- The project is eligible for funding under the Water for Life Program.

In June 2024, the Province of Alberta approved Athabasca County funding for design and construction of the project, totaling \$15,759,000 for design (\$819,000) and construction (\$14,940,000) of the water line and fill stations. This represents 90% of expected costs and the remainder must be paid by the municipalities.

In order to keep momentum of the project going, the County has issued a contract to Associated Engineering to conduct the Pre-Design phase of the project, with the strict understanding that any future phases of engineering (Detailed Design, Construction Supervision, etc.) may or likely will require a competitive RFP or tender process.

Also important to note: At this stage of the process, Athabasca County is the owner, in partnership with the Summer Villages. It is anticipated that management and potentially ownership of this project will transfer to the Aspen Regional Water Services Commission; therefore, the successful proponent must understand that ownership may transfer during the term of this agreement. It is expected that the agreement with the successful proponent may transfer to the Commission at that time.

2.2 Project Description and Scope of Work

Athabasca County invites the submission of Proposals from interested project management consultants for the provision of **all** (or contractual oversight/procurement/ management) of listed Consultant Services, in order of priority listed here. **Proposals may break out the work in terms of pre-construction and construction phases, or any further phase delineation proposed.**

1. Intermunicipal agreement facilitation and drafting services

Negotiation, drafting and execution of the necessary intermunicipal agreements to provide clarity and certainty to intermunicipal partners of future obligations, costs, legal responsibilities and joint management governance approach.

2. Land interest acquisition services (pipeline route)

Working with a separate Land Agent services firm, expert and prompt negotiation and acquisition of conditional land interests for Athabasca County that make the construction of a pipeline feasible.

3. Municipal Engineering - Utilities (Water)

Some tasks include (but are not limited to):

- Preliminary Design/Feasibility Studies, Detailed Design (*As noted above, the Pre-Design Engineering Contract has been awarded to Associated Engineering.*)
- Modelling, Network Analysis (as required)
- Truck Fill and Reservoir Design
- Pump Station Design
- Hydrology & Geotechnical
- Construction Supervision and Contract Administration, working with contracted engineering firm
- Payment Certification Process
- Other as may arise.

4. Ancillary benefits of the project (emergent and optional)

Advice and preliminary estimates concerning significant ancillary benefits the project could bring to the County, the Summer Villages and Water Commission.

5. Procurement and Contract Management

The Project Manager will run procurement, working with the selected engineering consultant, for the services mentioned and extending into the construction phase to project completion.

6. Other duties

Other tasks may include but are not limited to:

- Administration of Intermunicipal (staff level) project committee (meeting organization, meeting notes)
- Administration of Regional stakeholder Advisory committee (political level) (meeting organization, meeting notes)
- Public outreach and communication content and materials (read below)
- Community outreach/ engagement work at pertinent times on the work timeline (read below)
- Attendance at Council meetings as and when required for reporting or consultation

At a minimum, the proponent should allow for 2 public meetings during the project.

The intent is to have Consultants initially submit a comprehensive package of corporate and staff qualifications, together with detailed corporate information that that pertains to their ability to manage this specific multidisciplinary preconstruction project. A copy of the County's generic Consulting Services Agreement is separately provided in Appendix D for information and will be used for individual proponents for the relevant consulting service categories.

The successful consultants will become familiar with all pertinent documentation concerning this project and have the time and capacity to ensure that all work is executed in a logical, reasonable timeline pursuant to funding availability. The County expects the successful proponent to move quickly to get the work required initiated and under way. Timeline candour is expected from all respondents.

3. PROPOSAL EVALUATION PROCESS

3.1 Screening

Upon receipt of the Proposals, an evaluation team will screen each Proposal to ensure the Proponent's compliance with the requirements of this RFP. After the Proposal has passed the initial screening, the evaluation team will then undertake a detailed analysis of the Proponent's Proposal.

3.2 Evaluation Process

The main areas of consideration and the weighting in the evaluation process are:

Criteria	Weight (out of 100)
Corporate Profile, Qualifications and Experience	20%
Key Staff Qualification, Experience / Resources	30%
Past Projects (x4), Covering multidisciplinary or intermunicipal projects	25%
Client References (x3)	15%
Health, Safety and Environment Framework	5%
Fee structure and rates: Project management; engineering; other	5%

***Non-Compliant Proposals will be eliminated without further evaluation**

At any time during the evaluation process, the County may request written clarification concerning any aspect of a Proponent's Proposal. If the County is not satisfied as to the reliability of any proposed solution, the Proposal may be rejected, at the sole discretion of the County.

3.3 Other Requirements

3.3.1 The preferred proponent will possess the following qualifications:

- Minimum 5 to 7 years of experience in a similar position; construction or manufacturing industry experience
- Project Management Professional (PMP) or Certified Management Consultant (CMC) certification will be an asset
- Proficiency in Microsoft Office
- Excellent leadership, report-writing, communication, presentation, problem solving, financial/budgeting capability, administrative and organizational skills
- Proven ability to plan, schedule and review work of others in a manner conducive to proficient performance and high morale
- Must be legally eligible to work in Canada

3.3.2 **MANDATORY:** Safety Prequalification

Respondents shall possess a valid Certificate of Recognition ("COR") which is relevant to their industry, and which is recognized by Alberta Human Resources and Employment, Workplace Health and Safety at the Submission Deadline.

For respondents who have not obtained a COR, a valid Temporary Letter of Certification (“TLC”) issued by the Alberta Construction Safety Association (“ACSA”) will be considered. The County will confirm that the respondent possesses a valid COR or TLC through the Alberta Construction Safety Association.

It is the respondent’s responsibility to ensure its registration in the program is properly documented with the Alberta Construction Safety Association and the County will assume no liability for errors or omissions by the Alberta Construction Safety Association in this regard.

Prospective respondents who do not possess a COR and wish to obtain information about obtaining a COR or TLC, are advised to contact:

Alberta Construction Safety Association
www.acsa-safety.org

Respondents shall submit a copy of their valid COR or TLC in their response. (To be placed within Appendix H)

3.4 Award Strategy

The successful Proponent(s) will be notified as soon as possible after acceptance of its Proposal. Selection of a successful Proponent(s) does not obligate the County to negotiate or execute an Agreement.

3.5 Proponent Debriefing

Respondents may request a debriefing after receipt of a notification of the outcome of the RFP process. All requests must be via email to the County Contact and must be made within thirty (30) days of notification of the outcome of the selection process.

3.6 The Workers’ Compensation Act

As a part of the screening and evaluation process, the County will perform account reviews and obtain employer clearance certificates for Proponents to ensure compliance with the requirements of the Worker’s Compensation Act. The County will advise Proponents of any compliance deficiencies, and the time allowed to rectify the same. The County will not enter into an Agreement with a Proponent where the deficiencies remain outstanding.

3.7 Outstanding Issues Negotiation

After the Proposal Evaluation, but prior to notifying Proponents of the successful Proponent(s), the County may, starting with the highest-ranking Proponent, enter into sequential negotiations in an attempt to resolve outstanding issues. If necessary, the County may enter into sequential negotiations with other Proponent(s) in order of ranking. If the County is unable to successfully conclude negotiations, the County reserves the right, in its sole discretion, to:

- Cancel this RFP without award or compensation to Proponents, their officers, directors, employees or agents; or,
- Reissue to compliant Proponents updated competitive process documents, in whole or in part, and request compliant Proponents to resubmit Proposals, in whole or in part.

The County will inform Proponents of its intent to enter into Outstanding Issues Negotiation with the Proponent(s).

4. PROPONENT RESPONSE INSTRUCTIONS

4.1 Introduction

This Section outlines the information the County requests the Proponent to provide in its Proposal. Failure to provide all the information may result in disqualification from the competitive process.

4.2 Proposal Organization

The County requests the Proponent's Proposal be organized as outlined below. This will facilitate the County's evaluation.

If the Proponent wishes to include additional information on any point that is somewhat voluminous or that is not directly relevant to the specific situation described in this RFP, that information should be placed in the section entitled "Additional Information" (Appendix H).

Proponents shall build their respective proposals in the following format:

APPENDIX A – WORKBOOK (The Proposal Body shall not exceed a maximum of 40 Pages)

4.2.1 Letter of Transmittal

A Letter of Transmittal or covering letter, dated and signed by an official authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the vendor.

4.2.2 Executive Summary

An Executive Summary, touching on pertinent points in the proposal you wish to highlight.

4.2.3 Corporate Profile, Qualifications and Experience

Corporate information, experience, profile, history and suitability for providing the services related to this RFP;

Project management and quality assurance processes including Professional Practice Management Plan (PPMP) per APEGA guidelines, if applicable.

Clearly identified management and reporting structure including structure or process for escalation concerns;

Measures and practices employed to maintain schedule and cost control for project(s); Identified methods to mitigate cost overruns and possible change orders;

4.2.4 Key Staff Qualification, and Experience / Resources

Identify key staff's qualification and experience and resources for each of the Engineering Service Categories

4.2.5 Past Projects (x4)

The Proponents are to provide 4 past projects which demonstrates broad knowledge and expertise.

4.2.6 Health, Safety and Environment Framework
Describe the proponents Health, Safety and Environment framework

- A copy of the COR (or) TLC

4.2.7 Fee Structure and Rates
Broken out rates for project management, engineering and other services.

APPENDIX B – CERTIFICATION

APPENDIX C – STANDARD AGREEMENT TEMPLATE (to be distributed separately)

APPENDIX D – INSURANCE REQUIREMENTS

APPENDIX E – CLIENT REFERENCES

The Proponent shall include a list of three (3) references, all of which shall be municipal, with their proposal package. Each of the references shall include the complete municipality's name, contact person complete with title, and phone number including area code. The references will reflect municipalities to whom similar consulting work has been provided.

APPENDIX F – ADDENDA ACKNOWLEDGMENT

APPENDIX G – ADDITIONAL INFORMATION (Maximum of 12 Pages - this includes the required document below)

APPENDIX A – WORKBOOK (MAX. 40 PAGES)

Each respondent is required to complete and provide a Submission Workbook (Labelled Appendix A). The workbook (Appendix A) is to be presented as described in section 4.2 of this RFP document.

APPENDIX B – CERTIFICATION

Proponents are requested to sign and return this form with their Proposal. Failure to complete, sign and submit this certification, with the proposal package, shall disqualify this Proposal.

We _____
(Legal Company Name)

Of _____
(Business address)

(Telephone number)

(E-mail Address)

Having examined and read the proposal documents as issued by Athabasca County, do hereby bid and agree to provide the services/products in accordance with the proposal/RFP documents, and do hereby agree to accept the terms and conditions set out in this Request for Proposal.

Executed this _____ day of _____, 2024

Signature of authorized representative

(Print or Type) name and status of authorized representative

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

APPENDIX C – STANDARD AGREEMENT TEMPLATE

To be supplied separately.

APPENDIX D – INSURANCE REQUIREMENTS

Proponents shall sign and return this form with their Proposal.

Generic Requirements:

General Liability Insurance with a policy limit of \$2,000,000 per occurrence. The policy must:

1. List the County as an additional insured
2. Contain a cross liability clause
3. Contain a contractual liability clause
4. Contain a non-owned automobile clause
5. Include a waiver of subrogation in favour of the County
6. Be endorsed to provide the County with 30 days' written notice of cancellation
7. Have a deductible not exceeding \$5,000, with the Consultant to be responsible for payment of all deductibles

Professional Liability Insurance (Errors and Omissions) with a policy limit of \$2,000,000 per occurrence.

Automobile Liability Insurance on all vehicles owned, operated, or licensed in the consultant's name, with limits of not less than \$2,000,000 per occurrence.

INSURANCE

INSURANCE BROKER (AGENT): _____

ADDRESS: _____

TELEPHONE NO.: _____

EMAIL ADDRESS: _____

By signing below as a requirement of the County, the successful proponent(s) agree to maintain the minimum insurance requirements as stated above throughout the duration of the Consulting Services Pre-Qualified term (Aug 1, 2023 – Aug 1, 2026)

Signature of Respondent Representative

Name and Title

I have authority to bind the respondent Date: _____

APPENDIX E – CLIENT REFERENCES

Client	Contact Name & Position	Phone Number	Project Overview	Date Services Provided (from: to)

*Response for pre-qualification and provision of references constitutes authorization for the County to contact references. The County therefore reserves the right to contact references without further permission from the consultant.

APPENDIX F – ADDENDA ACKNOWLEDGMENT

The following Addenda have been received. The modifications to the RFP documents noted therein have been considered and the effects are included in the Proposal prices.

Note: The County requests the Proponent acknowledge receipt of all Addenda by completing and returning Appendix A with the Proposal.

<u>Addendum #</u>	(check)	<u>Received</u>	<u>Date of Acknowledgement</u>
Addendum # 1		Received	
Addendum # 2		Received	
Addendum # 3		Received	
Addendum # 4		Received	
Addendum # 5		Received	
Addendum # 6		Received	
Addendum # 7		Received	
Addendum # 8		Received	

Signature of Respondent

Printed Name of Respondent

Date

APPENDIX G – ADDITIONAL INFORMATION