



**Request for Proposal:  
Blackfalds Master Services Agreement  
2026-2028**

**Closing location:**  
Blackfalds Civic Centre  
5018 Waghorn Street,  
Blackfalds, AB | T0M 0J0

**Closing date and time:**  
March 25, 2026  
2:00.00 PM, Mountain Standard Time

**General Contact Person:**  
Aws Al Sammarraie, Engineering Services Manager  
403.600.6060 | [aalsammarraie@blackfalds.ca](mailto:aalsammarraie@blackfalds.ca)

# Table of Contents

1.0	INTRODUCTION .....	3
2.0	BACKGROUND .....	3
3.0	OPPORTUNITY .....	3
4.0	OBJECTIVE.....	4
5.0	GENERAL INSTRUCTIONS TO BIDDERS .....	5
6.0	DELIVERABLES.....	7
7.0	GENERAL.....	8
8.0	COMMITMENT AND LIMITATION OF LIABILITY .....	9
9.0	PROJECT SCHEDULE.....	9
10.0	PROPOSAL.....	9
11.0	EVALUATION CRITERIA .....	13
12.0	EVALUATION PROCESS .....	13
13.0	PERFORMANCE, ACTS AND REGULATIONS .....	15
14.0	SPECIAL CONDITIONS OF PROPOSAL.....	18
15.0	SIGNATURE FORM .....	20
	SCHEDULE 'A' - SCOPE OF WORK .....	21
	SCHEDULE 'B' – MANDATORY CRITERIA LIST .....	26
	SCHEDULE 'C' – REFERENCE QUESTIONNAIRE .....	27
	SCHEDULE 'D' – 5 YEAR CAPITAL PLAN.....	29

## 1.0 INTRODUCTION

---

The Town has issued this Request for Proposals (RFP) to identify and rank potential providers of Municipal Engineering Services for the Town of Blackfalds.

Qualified Proponents must be able to demonstrate in the proposal that they can provide a full range of municipal engineering services at a local level. (See details under Section 4.0: Objective)

The successful Proponent will be invited to enter into a five (5) years Master Services Agreement with the Town for the provision of the Service. The anticipated start date for the service is May 2026, but this date is subject to change.

Any award of services will be subject to approval of the agreement by Town Council.

## 2.0 BACKGROUND

---

Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 11, 415 as per the census report from 2024. Ideally situated in Central Alberta, midway between Alberta's two largest urban centres, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment. Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

As the population of Blackfalds increases, the expectations of the community for businesses, products, and services also increase, resulting in the need for updated and current goals and strategies as well as long range capital and operating planning to address infrastructure planning and operating results.

## 3.0 OPPORTUNITY

---

The Town of Blackfalds desires to enter a professional contract with the proponent to provide general engineering services on an as-needed basis. The Town holds the right to either tender all engineering tasks/projects or to enter in contract with the proponent for engineering services of that task/project. All tendering and purchasing processes are at the Town's discretion.

The successful proponent will enter into a written contract with the Town of Blackfalds prepared by the Town of Blackfalds. Should negotiations with the successful firm be discontinued, the Town of Blackfalds reserves the right to open discussions with other firms.

## 4.0 OBJECTIVE

---

The primary objective of this Request for Proposals (the “RFP”) is an invitation by the Town of Blackfalds (the “Town”) to submit **binding proposals** for the provision of engineering and geotechnical testing services.

Additionally, the successful proponent will provide the Town with recommendations on review of subdivision plans, developer’s construction projects and consultation on various engineering matters.

The expected work includes providing engineering services, as needed, for items including but not limited to:

- general engineering consultation and advisement
- review and consultation with Town staff on development policies, procedures and advice regarding regulatory compliance
- participate in long- and short-term planning/engineering exercises for the extension and upgrading of municipal infrastructure to accommodate growth, ensure public safety and the efficiency and reliability of the infrastructure
- assist Town staff with procurement of contracted services related to engineering structures including cost estimates for budgeting purposes
- design work, and construction management services, as requested, for capital projects from time to time
- liaison with other levels of government, utility companies and community groups on engineering issues
- geotechnical investigation, analysis and recommendations
- stormwater management system analysis and planning
- sanitary sewer collection system analysis and planning
- water distribution system analysis and planning
- public consultation strategies development and support
- general buildings support engineering, and
- business case development

See the attached 5-year capital plan (Schedule D) for anticipated future 2026 – 2030 capital project sole sourced proposal.

Please see Schedule D for our 2026-2030 five-year Capital Plan sole-sourced proposal for anticipated future projects.

## 5.0 GENERAL INSTRUCTIONS TO BIDDERS

---

Proposals specifically marked

### **“Blackfalds Master Services Agreement 2026-2028”**

shall be received by the following:

Mr. Aws Al Sammarraie, P. Eng, Engineering Services Manager  
Town of Blackfalds Civic Cultural Centre  
5018 Waghorn Street, Box 220  
Blackfalds, AB T0M 0J0

Proposals shall include the following information:

- 5.1** Faxed Proposals will not be considered. Email submission will not be allowed, except for digital version of the submission. The Town will not be held responsible for late submissions.
- 5.2** Closing Date: A copy of proposal must be received before 2:00:00 PM, Mountain Standard Time, on the closing date noted on the front cover of this RFP.
- 5.3** The conditions herein constitute as part of the RFP, and the Proponent acknowledges acceptance of these conditions and waives all claims, rights, demands and the benefit of any provisions of any statute, rule of law or regulation that might affect the rights of the Town under this RFP by signing the Signature Sheet (see section 15.0). Responses submitted that do not include a signed Signature Sheet will not be considered.
- 5.4** All communications regarding this RFP should be sent to the Manager of Engineering Services Aws Al Sammarraie, at [aalsammarraie@blackfalds.ca](mailto:aalsammarraie@blackfalds.ca). The Town will assume no responsibility for oral instructions or suggestions. Should the Proponent find discrepancies in, or omissions from the specifications, or should the Proponent be in doubt as to their meaning, the Proponent must notify the Town's contact above which may issue written addenda.
- 5.5** Each Proponent must make full disclosure of any personal or business relationships with any member of Town Council, any Executive Officer, or any Town staff member. Disclosure, if any, must be made in writing and accompany the Proponent's response.
- 5.6** The law applicable to this RFP is the law in force in the Province of Alberta.

- 5.7 All the terms and conditions of this RFP are assumed to be accepted by the Proponent, and incorporated in the Proposal, except those conditions and provisions which are expressly excluded by the Proposal.
- 5.8 Proposals shall be prepared at the sole cost of the Proponent and under no circumstances will the Town be responsible for these costs.

## 5.9 PROPOSAL REQUIRED INFORMATION

- 5.9.1 The proposal, including the cover sheet shall be in English, no more than 30 single sided 8.5x11 inch pages, single spaced using font size 12. A maximum of 2 of the 35 pages can be 11x17 if required. The appendix shall include relevant resumes, awards, letters of reference, past projects or other supplementary information pertaining to the proposal. Appendixes shall be no more than 30 single sided 8.5x11 inch pages single spaced, using font size 10 or larger. **Schedule A is not included in the 30 pages, but it has to be provided.**
- 5.9.2 The proposal must highlight the lead engineer (Primary Contact) who must be a member of Association of Professional Engineers and Geoscientists of Alberta (APEGA) with good standing (Practicing) and has a valid engineering permit. The proposal must highlight the details of the secondary contact. The proponent must provide a valid copy of permit to practice issued by APEGA.
- 5.9.3 The ability to provide engineering services throughout each discipline of civil, Mechanical, Electrical, Architectural etc. engineering and testing that may be required by the municipality must be shown.
- 5.9.4 Indicate the process that your firm would follow in order to obtain knowledge of current and upcoming projects that the Town is considering and how they would provide budgetary engineering assistance.
- 5.9.5 Outline the methodology for administering the invoices for operating works, capital works, payment certificates and general inquiry information and specific works. Costs shall be provided based on the firm's personnel categories at a fixed hourly rate submitted for each of the 3 contract years (2026 to 2028). The Town will use these rates for all future general engineering tasks and projects. The Town will not pay for any travel time or mileage outside of the standard disbursements provided under the costing submitted during the RFP.
- 5.9.6 The Town is interested in firms who have demonstrated experience providing cost effective, long term, practical solutions to smaller municipalities such as the Town of Blackfalds. The ideal firm will consider establishing an office within the Town of Blackfalds; however, it is not a mandatory requirement. The Town expects very timely and effective response to its problems and expects matters to be dealt with economically and professionally. This firm will have a valid Alberta Permit to Practice and stand behind the staff's advice and take responsibility for remedying errors in design or calculations.

- 5.9.7 The firm must provide consultation as needed, so timely availability of the firm's staff is extremely important in the evaluation. Each submission must indicate the method that communications will flow from the firm to the Town. This communication plan will require the lead Engineer and secondary contact to be in attendance for day meetings with shareholders and project teams.
- 5.9.8 Provide three references for the lead Engineer and three references for the secondary contact (references from municipalities) that can attribute to the quality, accuracy and professionalism of your employees and your firm. Include the municipality name, contact person, phone number and years that you provided engineering work for that entity.

## **5.10 PROPOSAL PRICES**

- 5.10.1 All prices proposed shall be in Canadian under point 5.8.5 above. If not stated otherwise, the Town will assume that prices quoted are in Canadian funds.
- 5.10.2 Prices will include all applicable taxes, duties and costs of providing the Service unless otherwise expressly stipulated. When suggesting subscription costs the Proponent will describe the costs as related to present associated industry rates.
- 5.10.3 Goods and Services Tax (GST) shall not be included in quoted prices.
- 5.10.4 Unless specified otherwise by the Proponent, the Town will assume the Proposal to be firm for acceptance resulting in an agreement within 90 days of proposal closing.
- 5.10.5 The costs and work description shall be written in common language with descriptions manageable to a lay person.

## **6.0 DELIVERABLES**

---

- 6.1** Time shall be of the essence to complete the package of services by the successful Proponent and no extension of time given on any occasion will be deemed to be a general waiver of this condition.
- 6.2** One emailed copy of the entire digital 30-page document and one hard copy of the document delivered as noted under Schedule B- Mandatory Criteria List.
- 6.3** The Proponent is expected to use all reasonable undertakings to make delivery at the time specified in the RFP or otherwise stated. If for any reason delivery is delayed, the Proponent shall be responsible for any loss or damage sustained by the Purchaser or any third-party consultant by reason of such delay, unless prior written consent from the Purchaser is given accepting delay.

## 7.0 GENERAL

---

- 7.1** The Town may refuse to award a contract to a Proponent who has not complied with applicable Federal, Provincial, or municipal licensing regulations or bylaws or other requirements.
- 7.2** The Proponent shall obtain and pay for all permits and licenses required either by the Government of Canada, the Province of Alberta, the Town, or any other authority to enable the Proponent to do all things necessary to perform the Contract.
- 7.3** Headings and titles in the RFP are for convenience only and are not explanatory of the clauses with which they appear.
- 7.4** Any references in the RFP to statutes or regulations or to any of the Town's bylaws are deemed to include the most recent amendments thereto or replacements thereof.
- 7.5** Definitions - Throughout this request for Proposal the following definitions apply:
- i) **Consultant** means the Engineering firm that works for the Town of Blackfalds under the Master Engineering Services Agreement.
  - ii) **Contract** means written contract executed by the Town of Blackfalds and the highest ranked qualified proponent as a result of an RFP.
  - iii) **Project Lead** means the employee who will be responsible for the day-to-day coordination of project activities, as well as managing the project team, budget, and schedule.
  - iv) **Project Team** means the individual or team of individuals that will make a significant contribution to the work described in the proposal.
  - v) **Engineer** means the successful candidate to this Request for Proposal
  - vi) **Municipal Engineering services** means the services as outlined under Schedule A
  - vii) **Town** means the Town of Blackfalds
  - viii) **Proposal** means a submission in response to this Request for Proposal
  - ix) **MSA** means a Master Services Agreement with Task Allocation as negotiated
  - x) **RFP** means Request for Proposal

The successful Proponent hereafter shall be referred to as the "Engineer" or "Consultant" as the context requires.

## 8.0 COMMITMENT AND LIMITATION OF LIABILITY

---

- 8.1** Proponents are advised that no commitment or contractual obligations arise or are created under this RFP until such time as the successful Proponent receives official written confirmation of acceptance from the Town.
- 8.2** In no circumstances will a Proponent be entitled to consequential damages for any loss of profit or damage to reputation.
- 8.3** In no circumstances will a Proponent be permitted to limit their liability to an amount less than FIVE MILLION (\$5,000,000.00) Canadian dollars.
- 8.4** In no circumstances will a Proponent be entitled to special damages.
- 8.5** The selected Proponent will carry a comprehensive general liability policy with a minimum limit of FIVE MILLION (\$5,000,000.00) including products and completed operations and non-owned automobile liability to the same limits.

## 9.0 PROJECT SCHEDULE

---

Key Points in RFP Process	Date
Issuing Date of RFP	March 2, 2026 (Local Time)
Deadline for Questions	March 13, 2026, 2:00pm (Local Time)
Deadline for Issuing Addenda	March 20, 2026, 2:00pm (Local Time)
RFP Closing Date and Time	March 25, 2026, at 2:00pm (Local Time)

## 10.0 PROPOSAL

---

### 10.1 ACCEPTANCE OR REJECTION

- 10.1.1 Any award will be subject to approval by Town Council.
- 10.1.2 A Proposal may be rejected based on the Proponents past performance, financial capabilities, completion schedule or general failure to comply with Federal, Provincial or Municipal legislation.
- 10.1.3 The Town reserves the exclusive right in its sole discretion:
- 10.1.3.1 to accept the Proposal which it deems to be most appropriate and to waive any deviations in the Proposal;

- 10.1.3.2 to accept the Proposal in part or in its entirety;
- 10.1.3.3 to accept a Proposal submitted as a partnership between 1 or more potential Proponents;
- 10.1.3.4 to reject all Proposals and to invite new Proposals for the services required;
- 10.1.3.5 to increase, decrease, delete, or vary any portion of the work;
- 10.1.3.6 to reject Proposals which in its opinion are clearly non-viable from an implementation, operational, environmental, scheduling, technological, or financial point-of-view;
- 10.1.3.7 to reject Proposals where there are significant omissions of required information as they relate to desirable requirements;
- 10.1.3.8 to reject Proposals which have conditions attached, which are not authorized by the RFP; and
- 10.1.3.9 to reject Proposals where there is a failure to provide satisfactory references or to meet servicing requirements;

## **10.2 ASSIGNMENT OF CONTRACT:**

- 10.2.1 A consultant shall not, without the prior written consent of the Town, which consent may be withheld at the sole discretion of the Town, assign or transfer in any manner whatsoever any or all the rights, liabilities, obligations, and benefits of the contract. It shall; however, be a condition of any consent, if given, that the proposed assignee provide the Town with evidence satisfactory to the Town that the assignee can comply with the provisions of the Contract.

## **10.3 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:**

- 10.3.1 The Town acknowledges that a Proposal may contain information in the nature of trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. The Town acknowledges and agrees that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. The Town is, however, bound by the Freedom of Information and Protection of Privacy Act (Alberta) and all documents submitted to the Town will be subject to the provisions of this legislation.

## **10.4 PERFORMANCE AND EXCUSABLE DELAYS:**

- 10.4.1 The Contractor may be evaluated periodically throughout the course of work or at the end of the project as the case may be. The Town will work with the consultant to set key performance indicators (KPIs), which may have financial implications for not meeting certain KPIs. Any evaluations will be shared with the consultant

with the goal of immediate and permanent resolution of any problems and concerns.

- 10.4.2 The Town and the Proponent will acknowledge that delays in performance under the understanding such may arise due to events beyond their reasonable control. Such delays will be excusable, and the relevant obligation suspended but only for such period of time as the cause for the delay remains beyond the reasonable control of the obligated party.

## **10.5 ENVIRONMENTAL CONSIDERATIONS**

- 10.5.1 Proponents are advised that the Town has a policy to support the purchase of products and services that will minimize any negative impact on the environment. The Town recognizes that procurement decisions by its employees can make a difference in pursuit of improving environmental performance. The Town will purchase environmentally preferred products or services whenever it is practical and can be obtained at a reasonable cost.

## **10.6 CLARIFICATION**

- 10.6.1 The Town reserves the right to seek clarification from any Proponent to assist in the evaluation of its Proposal.

## **10.7 NEGOTIATION**

- 10.7.1 The Town reserves the right to negotiate the terms of any Proposal with any Proponent. If the parties after having bargained in good faith are unable to conclude a formal agreement, the Town and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the Town may, in its discretion, contact other Proponents whose Proposals are considered by the Town suitable for the project and attempt to conclude a formal agreement with them.

## **10.8 RIGHT TO TERMINATE**

- 10.8.1 Any of the following occurrences or acts will constitute an event of default by the Proponent under the RFP and any resulting contractual agreement:

10.8.1.1 Non-performance or non-observance of any of its other covenants, agreements, or obligations hereunder, express, or implied, continuing for fifteen (15) days after the Town has given the Proponent notice in writing to rectify the non-performance or non-observance. If the failure cannot be remedied within fifteen (15) days, then the Town in its discretion may extend the time period for rectification or terminate the agreement.

10.8.1.2 An assignment for the benefit of creditors or becoming bankrupt or

insolvent, taking the benefit of any legislation for the protection of bankrupt or insolvent parties; or

- 10.8.2 The appointment of a Receiver for the Proponent. In the event either 10.8.1.1. or 10.8.1.2 occurs, the Town will have the right to terminate the Contract immediately.
- 10.8.3 Notwithstanding anything contained herein, the Town may, at any time during the term of any Contract arising as a result of this RFP, upon giving 30 days' notice to the Proponent, terminate the Contract if the Town is of the opinion that the services supplied by the Proponent are not of a standard satisfactory to the Town or that the Proponent no longer has the financial capability to perform its obligations under the subsequent contract.
- 10.8.4 The Town in its sole discretion may terminate the Contract for reasons including, but not limited to, unethical or criminal activities by the consultant upon giving 7 days notice to the consultant.

## **10.9 NO COLLUSION**

- 10.9.1 Except as otherwise specified or as arising by reason of a provision of the RFP documents, no person either natural, or body corporate, other than the Proponent has or will have any interest or share in its Proposal or in any award or Contract arising out of this RFP. There must be no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted in response to this RFP.
- 10.9.2 Each Proponent must certify in writing that it has no knowledge of the contents of other Proposals and have made no comparison of figures or agreement or arrangement, expressed or implied, with any other party in connection with the making of its Proposal.

## **10.10 CONFLICT OF INTEREST**

- 10.10.1 By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town or their immediate families which might in any way be seen by the Town to create a conflict.
- 10.10.2 Any issues which may be perceived as conflicts of interest must be identified. If the Proponent declares an actual or potential Conflict of, the Proponent must provide details of the actual or potential conflict of interest when submitting the Proposal.
- 10.10.3 If the Proponent does not identify an actual or potential conflict of interest when

submitting their Proposal, they will be deemed to declare that there was no conflict of interest in preparing its Proposal, and there is no foreseeable conflict of interest in performing the contractual obligations contemplated in the RFP.

## **10.11 EXECUTION OF FORMAL AGREEMENT**

- 10.11.1 This RFP represents a definition of specific requirements only. It is not intended to be, nor should it be construed as, an offer to contract. The Town will consider each submitted response but assumes no obligation to act on any response. All submitted responses shall become the property of the Town. Only the execution of a written contract will oblige the Town in accordance with the terms and conditions of that contract.
- 10.11.2 If the Proponent's document is accepted, the Proponent shall be required to enter into a formal Contract. The Proponent will in good faith and in a timely manner clarify any terms or provisions of the Contract if required, or negotiate if circumstances require, and finalize the Contract within 60 days.
- 10.11.3 The complete RFP together with and subject to all the provisions contained therein, along with the Town's form of Contract, shall, when accepted and executed on behalf of the Owner, constitute a binding Contract between the Proponent and the Owner.

## **11.0 EVALUATION CRITERIA**

---

- 11.1** The Town considers the following requirements of the package submission to be of primary importance in the evaluation of bids for this RFP. Weighting points will be allocated based on the Town's assessment of the submissions where exact numerical assessment (such as price) cannot be made. Only those requirements applicable to the bid and based on the submission will be considered. The intent is to acquire service that best meets the Town's overall requirements based on the anticipated total cost of project.
- 11.2** Proposals that do not meet the following mandatory requirements under the evaluation process below shall be disqualified without further consideration, subject to any rectification.

## **12.0 EVALUATION PROCESS**

---

### **12.1 Step 1 – Initial Review of Mandatory Requirements**

- 12.1.1 Step 1 will consist of a review of all the mandatory requirements to determine which Proposals comply. Proposals that do not meet mandatory requirements (Schedule B and Schedule C) shall be disqualified.

**12.2 Step 2 – Rated Criteria Review**

12.2.1 Step 2 will consist of a review of all compliant Proposals to determine the highest-ranking Proponent based on the rated criteria (excluding cost pricing), as set out in the Table 1. References provided may be used to re-evaluate and validate the Proposal submission but will not be scored separately.

**Table 1: Initial Rated Criteria Review**

<b>Rated Criteria Category</b>	<b>Value</b>	<b>Score</b>
Capabilities of Firm	25%	
Service Delivery Plan	45%	
Innovative and Value-Added Solutions	10%	
<b>Total Value</b>	<b>80%</b>	

**12.3 Step 3 – Potential Interview**

12.3.1 The top-ranked Proponents from Step 2 may be required to participate in an interview process which may require a demonstration of their Service. If an interview is required by the Town, Proposals will be re-evaluated, and the highest ranked Proponent determined

**12.4 Step 4 – Pricing Review**

12.4.1 Step 4 will consist of a review of the Proposal Pricing for the top-ranked Proponents from Step 2 & 3 to determine the Pricing score.

**Table 2: Cost Pricing Rated Criteria Review**

<b>Rated Criteria Category</b>	<b>Value</b>	<b>Score</b>
Cost Pricing	20%	
<b>Total Value</b>	<b>20%</b>	

**12.5 Step 5 – Total Points Review**

12.5.1 Step 5 will consist of a review of the Total Point Score to determine the top-ranked Proponent based on the criteria set out below in Table 3:

**Table 3: Total Rated Criteria Review**

<b>Rated Criteria Category</b>	<b>Value</b>	<b>Score</b>
Capabilities of Firm	25%	
Service Delivery Plan	45%	
Innovative and Value-Added Solutions	10%	
Cost Pricing	20%	
<b>Total Value</b>	<b>100%</b>	

### **12.6 Step 6 – Selection**

12.6.1 The top-ranked Proponent, as identified above, will receive a written invitation to enter into direct contract negotiations with the Town.

12.6.2 Evaluation scores and rankings are confidential and apart from identifying the top-ranked Proponent no details of the Proposal score or ranking of any Proponent will be released to any other Proponent.

12.6.3 Proponents should note that if the parties cannot execute a contract, the Town may invite the next-best-ranked Proponent to enter into negotiations. In accordance with the process rules of this RFP process, there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement. This process shall continue until a contract is formalized, until there are no more Proponents remaining that are eligible for negotiations or until the Town elects to cancel the RFP process.

### **12.7 CREDIT CHECKS**

12.7.1 The Town reserves the right to request and receive financial information, credit checks, and performance securities from a Proponent or Contractor that will, in the Town’s opinion, protect the Town’s interests and/or demonstrate that the Proponent’s or Contractor’s business is financially sound. Failure to comply with such requests may result in a Proposal being rejected.

## **13.0 PERFORMANCE, ACTS AND REGULATIONS**

---

### **13.1 ACTS & REGULATIONS**

13.1.1 The Proponent as the Contractor shall comply with all requirements of those federal, provincial, municipal, or other governmental bodies, agencies, tribunals, or authorities having jurisdiction and lawfully empowered to make and/or

impose laws, bylaws, rules, orders, or regulations with respect to meeting Contractor's obligations under a Contract, including, without limitation the following:

- Town of Blackfalds applicable bylaws
- Workers' Compensation Act
- Labour Relations Code
- Occupational Health and Safety Act
- Public Health Act
- Environment Protection and Enhancement Act
- Employment Standards Act
- Safety Codes Act
- The "Engineer" must be a Professional Engineer/Licensee, registered with APEGA
- Proof of Valid Permit to Practice issued by APEGA.

13.1.2 The Proponent as the Contractor shall abide by all rules and regulations adopted by the Town and communicated from time to time in writing to the Contractor during the term of Contract.

13.1.3 If the Contractor is of the opinion that the associated costs to the Contractor to comply with any such municipal policy are unreasonable and the parties are unable to agree to reasonable costs for which the Contractor is responsible, the Contractor may elect to terminate the contract in accordance with terms of Schedule A "Scope of Work" herein or to proceed to arbitration in accordance with provisions of the Arbitration Act of Alberta and determine the reasonableness and the amount of the associated costs which the Contractor should bear.

## **13.2 PERFORMANCE**

13.2.1 The Town requires written confirmation by a Proponent respecting the Proponent's commitment and ability to comply with legislative requirements and industry standards. The Proposal must respond specifically to the following:

- Confirmation that the Proponent will follow all policies and procedures of the Town;
- Confirmation that the Proponent will attend safety and coordination meetings so that the Proponent may be informed of health or safety hazards at any work location;
- Confirmation of the Town's right to require the Proponent to take additional steps such as additional training or appointment of additional

supervision Proponent's cost., and the right of the Town to stop work or ultimately terminate the Contract without penalty if work is not being performed safely by the Proponent.

- Prohibition against the Proponent entering into subcontracts without prior approval;
- Confirmation of the obligation to furnish evidence of compliance with all applicable workers' compensation legislation at designated intervals, including confirmation of personal coverage by owners of the business if the owners will be performing work; and
- Confirmation of the Proponent's obligation to indemnify the Town for any losses, including fines or legal expenses, arising from health and safety liability.

### **13.3 SECURITY CLEARANCE**

The purpose of this section is to ensure that ALL Contracted employees working on this project are free of Criminal Records and Convictions for offenses against Persons, or Property, for which they have not been pardoned. Authority to proceed with site work on behalf of the Town shall be withheld from all persons that have not fulfilled the Security Clearance requirements as specified within this section.

13.4.1 The Contractor shall, at its sole expense, obtain security clearance from the R.C.M.P. and provide certified proof thereof, for all its employees assigned to work on-site, prior to that employee's commencement of work on Town identified sites.

13.4.2 The Proponent SHALL:

13.4.2.1 PRIOR TO permitting ANY employee to perform work on the Proponent's behalf within the Town's buildings, will cause that person to submit an accurate and fully completed Security Clearance. A photocopy of identification satisfactory to the Town (usually a Driver's License, Immigration or Passport Documents, or other Photo bearing identification) MUST be provided and accompany the Security Clearance Form.

13.4.2.1 NOT assign ANY person to perform work within the lands owned and managed by the Town until such time that the Security Clearance Form has been investigated and the result of that investigation is made known to the Town and the Contractor.

13.4.2.1 NOT assign ANY person to perform work within the lands owned and managed by the Town of Blackfalds that is found to have, or otherwise known by the Contractor, to have, a Criminal Record OR

Conviction for offenses against persons or property (erg. theft, shoplifting, assault, sexual offenses, etc.) for which a pardon has not been obtained.

- 13.4.2.1 INFORM the Town of any/all contracted employees authorized to work within the lands owned and managed by the Town that are convicted of offenses against persons or property during the term of the Contract.

## 13.4 OCCUPATIONAL HEALTH & SAFETY

13.5.1 For the purposes of the Occupational Health and Safety Act, regulation and code, the Contractor is considered to be the “Prime Contractor” as defined in the Act. It is specifically drawn to the attention of the Proponent that the Occupational Health & Safety Act provides in addition to other things that;

- “A Prime Contractor shall ensure, on a project undertaken by the Prime Contractor constructor that, the measures and procedures prescribed by this Act and the regulations are carried out on the project.
- Every employer and every Worker performing Work on the project complies with this Act and the regulations; and
- The health and safety of Workers on the project is protected.”
- Adhere to and ensure full compliance with all applicable Alberta Occupational Health and Safety (OHS) Acts, Regulations and Codes.
- Ensure that all employees, subcontractors, and any other person under the Prime Contractor's control comply with the requirements of the Alberta OHS Act, Regulation and Code at all times while on the work site.
- Will take all reasonable measures to protect the health, safety and welfare of all workers on the work site, including the implementing and maintaining required safety systems, hazard controls, training, supervision and reporting procedures.
- Exercise overall responsibility for coordinating, directing, and monitoring work-site health and safety activities to ensure that all work is performed in accordance with applicable OHS legislation and established safety practices.

## 14.0 SPECIAL CONDITIONS OF PROPOSAL

---

### 14.1 REFERENCES

14.1.1 Proposals must include a list of references with respect to the general reputation of the Proponent along with the Proponent's skills and qualifications necessary to diligently and properly perform the work in accordance with the Contract. References are to be from municipal clients to whom the Proponent has supplied similar services. At least three (3) references,

complete with the person to contact, their telephone number, and the type of products/services provided should be included with the Proposal.

- 14.1.2 The Town reserves the right to check the references of all Proponents at any time during the RFP evaluation process. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee to determine if a Proponent is compliant with this RFP.
- 14.1.3 The Town will not enter into a contract with any Proponent whose references, in the opinion of the Town, are found to be unsatisfactory.

## **14.2 LENGTH OF CONTRACT**

- 14.2.1 The successful Proponent will be invited to enter into contract negotiations with the Town for the provision of the Service for a three-year period, with the potential for additional 3 years of service provision. The anticipated start date for the service is May 2026; this date is subject to change.

## **14.3 NOTICE**

- 14.3.1 Notices in connection with the Contract will effectively be given if sent by registered mail or hand delivered to:  
Town of Blackfalds Civic Cultural Centre  
Attention: Mr. Aws Al Sammarraie, Engineering Services Manager  
[aalsammarraie@blackfalds.ca](mailto:aalsammarraie@blackfalds.ca)  
PO Box 220, 5018 Waghorn Street  
Blackfalds, AB T0M 0J0

The Consultant shall provide an address for notices upon entering into the Contract with the Town.

Any Notice sent by registered mail will be considered as having been received seven (7) days after the mailing of such.

## **14.4 TOWN PROVIDED INFORMATION**

All information provided to the Proponent including quantities or any other figures are accurate to the best of the Town's knowledge. This information is intended to allow the Proponent to ascertain the scope of the Proposal. The actual figures may vary and the Town will not guarantee that this information is correct. Reliance on this information shall be at the Proponent's own risk.

## **14.5 FIRM PRICE AND ESCALATION**

To be considered, all Proponents shall keep prices firm, for the time period quoted in the Proposal. Failure to comply with this requirement shall be cause for rejection of a Proposal.

Alternative price Proposals will not be considered unless the Proponent first makes an offer based on firm pricing for the term of the contract.

**14.6 TOWN OF BLACKFALDS BYLAWS**

Copies of the applicable Bylaws are available online via Town of Blackfalds website [www.blackfalds.com](http://www.blackfalds.com) for the information of the Proponents. Proponents acknowledge and agree that the Town may, from time to time, during the term of the Contract amend, repeal and/or replace the bylaws, as deemed appropriate.

**15.0 SIGNATURE FORM**

---

The Undersigned Company represents and warrants that it is authorized to carry on business of this nature and that it is not disabled from performing the Contract if awarded by any law of Canada or of the Province of Alberta. The Undersigned also acknowledges receipt, understands, and has taken into consideration all the information presented in this Request for Proposal. The Undersigned further confirms and agrees that the person whose name is set out below is fully authorized to represent the Company and to bind it to this Request for Proposal and Contract awarded pursuant to the Request for Proposal.

The Undersigned hereby acknowledges it has thoroughly reviewed and has complied with the documents making up this Request for Proposal, which may include, Instructions For Submitting Proposal, General Conditions Of Proposal, Special Conditions Of Proposal, all drawings and specifications as may be listed in and any amendments or addenda.

The Undersigned also authorizes the TOWN OF BLACKFALDS to contact any of the listed references submitted in their Proposal response.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Authorized Signature

**THIS FORM MUST BE RETURNED WITH ANY SUBMISSION**

## SCHEDULE 'A' - SCOPE OF WORK

The successful Proponent (“Contractor”) will provide the Service under this general scope of work below- Mandatory Service Area.

### Service Area Qualifications

The following is not meant to be an exhaustive list of all tasks the Consultant will be required to perform. Rather, the list has been provided to give Respondents a reasonable accurate understanding of the type and range of engineering expertise the Consultant will be required to provide.

Service Area	Mandatory Service Area? (y/n)	Qualified to provide? (y/n)	Key service provider (lead employee or sub-consultant)
<b>General Engineering Consultation</b>			
Subdivision Drawing Reviews	Y		
Site Condition Assessment	Y		
In-Person Meeting Attendance Or virtual	Y		
Periodic Inquiries	Y		
Asset Management strategy and Plans	Y		
Long, Short- and Medium-Term Planning Support	Y		
Class D Cost Estimate (Concept)	Y		
Class C Cost Estimate (Budget)	Y		
Class A Cost Estimate (Pre-Tender)	Y		
General Administration (meeting notes, agenda preparation etc.)	Y		
Contract Administration	Y		
Shallow Utility Coordination	Y		
Issuing the CCC & FAC inspection from.	Y		
<b>Geomatics</b>			
Surveying for Design			
Surveying for Construction			
Legal Land Surveying			

Service Area	Mandatory Service Area? (y/n)	Qualified to provide? (y/n)	Key service provider (lead employee or sub-consultant)
<b>Pre-Design, Detailed Design, Tendering, and Construction Management - Annual Capital Infrastructure Program</b>			
<p>The Town is within the Central Alberta Corridor, which continues to experience steady growth. The Consultant will be responsible for periodic review and comment on plans, design, and other documents or drawings at the various stages of subdivision development. Consultation may also be required on specific aspects of a development, or to provide analysis and recommendations on issues that may arise throughout the course of development or planning horizons.</p>			
Pre-Design, Design Memo, Detailed Design, Tendering, and Construction Management For the Municipality	Y		
Regularity approvals on behalf of the Town	Y		
3rd Party Drawing Review	Y		
Report/Study Reviews	Y		
3rd Party Site Inspection and Consultation	Y		
Phase 1 Environmental Surveys			
Phase 2 Environmental Surveys			
Phase 3 Environmental Surveys			
<b>General Buildings Engineering</b>			
<p>The Town of Blackfalds owns several buildings which require ongoing care and maintenance, as well as periodic renovations . The Consultant will perform various engineering tasks related to both the maintenance and upgrade of these buildings. The Consultant may be required to provide facility expertise in the following areas of the Town’s building portfolio:</p>			
Structural Engineering			
Building Envelop Engineering			
HVAC Engineering			
Interior Design			
Architecture			
Long Range Facility Planning			

Service Area	Mandatory Service Area? (y/n)	Qualified to provide? (y/n)	Key service provider (lead employee or sub-consultant)
Pre-Design, Detailed Design, Tendering, and Construction Management			
<b>Specialized Buildings Engineering</b>			
Building Use Analysis			
Building Code Review			
Ice Plant Expertise			
Green Energy Technology Expertise			
Overhead Lift Engineering			
Emergency Power Generator Capacity Analysis			
Emergency Power Generator Life Cycle Analysis			
<b>Water/Wastewater Facility Engineering</b>			
Water/Wastewater Pump Capacity Analysis	Y		
Waste Water Master Plan	Y		
Water/Wastewater Logic Controls and Monitoring	Y		
Instrumentation and SCADA Analysis and Troubleshooting - <b>the Consultant must be able to provide on-site assistance for this issue in under 24 hours at all times</b>	Y		
Water Quality Monitoring Equipment Analysis	Y		
Water/Wastewater Flow Meter Analysis	Y		
Wet Well Capacity Analysis	Y		
Wet Well Life Cycle Analysis	Y		
Effluent Quality Monitoring Equipment Analysis			

Service Area	Mandatory Service Area? (y/n)	Qualified to provide? (y/n)	Key service provider (lead employee or sub-consultant)
<b>Transportation Design &amp; Construction</b>			
The Consultant will be required to plan, design, and oversee the construction of public roadways, including laneways.			
Transportation Master Plans	Y		
Functional Planning Studies	Y		
Traffic Impact Assessments & Modeling	Y		
Road Structure Recommendations	Y		
Pavement Management Analysis	Y		
Bridge Capacity Analysis			
Pre-Design, Detailed Design, Tendering, and Construction Management	Y		
<b>Stormwater Management System Analysis &amp; Planning</b>			
The Town owns, operates, and maintains a stormwater management system which includes manholes, catch basins, small and large diameter pipe, perforated pipe, French drains, ditches, culverts, gutters, overland swales, 6 lift stations, and other associated appurtenances. The Consultant will be required to engage in all aspects of planning, design, and construction management for the Town's Stormwater Management System as directed including, but not limited to the following areas:			
Maintain and Update Stormwater Model	Y		
Regulatory approval on behalf of the Town – coordination with AEPA	Y		
Future Needs Analysis and Recommendations	Y		
Pre-Design, Detailed Design, Tendering, and Construction Management	Y		
<b>Geographic Information System (GIS) Analysis &amp; Planning</b>			
The Town maintains a GIS database that will ultimately be used as a key component of the Town's asset management system. This system is currently under development by Town staff			
GIS Database Analysis & Assistance			

Service Area	Mandatory Service Area? (y/n)	Qualified to provide? (y/n)	Key service provider (lead employee or sub-consultant)
<b>Public Consultation</b>			
The Town engages in public consultation on a variety of projects as required by the MGA or regulators. The Consultants may be required to provide support to Town Administration which includes but not limited to the following areas:			
Leading presentations to Public/Council	Y		
Renderings	Y		
Electronic Presentations Development	Y		
Large Format Displays	Y		
Written Public Notifications	Y		
Consultation Summaries	Y		

PROPONENTS 2026-2028 PERSONNEL RATES MUST BE ATTACHED BELOW AS PART OF SUBMISSION.

## SCHEDULE 'B' – MANDATORY CRITERIA LIST

---

The following are mandatory requirements. Responses not clearly demonstrating that they have been met will receive no further consideration during the qualifications review process.

### MANDATORY CRITERIA

1. RFP must be submitted in a Portable Document Format (.pdf) named " Blackfalds Master Engineering Services Proposal 2026-2028". proposal, including the cover sheet shall be in English, no more than 30 single sided 8.5x11 inch pages, single spaced using font size 12. A maximum of 2 of the 35 pages can be 11x17 if required. The appendix shall include relevant resumes, awards, letters of reference, past projects or other supplementary information pertaining to the proposal. Appendixes shall be no more than 30 single sided 8.5x11 inch pages single spaced, using font size 10 or larger. **Schedule A is not included in the 30 pages, but it has to be provided.**
2. The Response must be in English.
3. The Response must include a cover letter and the cover letter must be signed by a person authorized to sign on behalf of the Respondent, to bind the Respondent to the statements made in the Response to this RFP. Please refer to Appendix A – Proposal Cover Letter
4. This person noted under 4 above, will also sign and provide the Signature Form, Section 15.
5. The Respondent must be legally able to conduct business within the Province of Alberta.
6. The Respondent must be able to competently provide all services identified in Schedule A - the 'Mandatory Service Areas' with qualified personnel.
7. The Lead Professional must be a Professional Engineer/Licensee, registered with APEGGA with good standing and the firm with valid permit to practice issued by APEGA.
8. If the Response identifies a person, persons, or an organization other than itself (i.e. a 'sub-consultant') as the provider of a Service identified in Schedule A, then an authorized signatory representing that individual or organization must provide written agreement to their ability, and willingness, to provide those services.
9. The Response must include a completed copy of the forms included in Schedule A - Service Area Qualifications.
10. The Response must include a completed copy of the proposed 2026-2028 rates for key personnel outlined in Schedule A as a separate costing sheet at the end of Schedule A. These rates will be used for all capital and operational works submissions.
11. The Response must include the resumes of all persons identified as members of the 'Project Team'.

## SCHEDULE 'C' – REFERENCE QUESTIONNAIRE

---

1. **How would you rate the Consultants ability to collaborate with your project team during the conceptual design phase of a project?**
  - A. Excellent – the Consultant understood our vision and immediately worked towards the same project goals.
  - B. Average – the Consultant had a sufficient understanding of our objectives for this project and generally worked towards the same project goals.
  - C. Poor – the Consultant required frequent explanations and often seemed to be working towards goals that differed from our project team.
  
2. **How would you rate the Consultants ability to accurately estimate costs and project schedules during the concept phase of a project?**
  - A. Excellent
  - B. Average
  - C. Poor
  
3. **How much ongoing project management was required by your own staff in managing the Consultant?**
  - A. Very Little – the Consultant was very self directed
  - B. An average amount – about what we expect
  - C. An excessive amount – the Consultant required an abnormal amount of staff attention
  
4. **Did the Consultant implement unique and innovative methods or materials in a project which resulted in a superior final product, cost savings, or schedule improvements?**
  - A. Yes, the Consultant was very innovative or forward thinking.
  - B. As innovative as one would expect from a modern engineering company.
  - C. No, the Consultant did not implement a significant amount of innovative ideas over the course of this project.
  
5. **Did the Consultant change the Lead Project Manager or Engineer during the course of a project's implementation?**
  - A. No
  - B. Yes, but we agreed with the change or it was necessary due to circumstances beyond the Consultants control.
  - C. Yes, more than one time OR Yes, without just cause.
  
6. **Considering the size and complexity of the project, how many change orders were required on this project?**
  - A. Very few
  - B. A reasonable amount of change orders were required
  - C. More change orders were required than a project of this size and complexity would normally necessitate.
  - D.
  
7. **Did you have difficulty obtaining documentation, or drawings, in a timely manner after they were requested either during the project or after its completion?**
  - A. None
  - B. Moderate Amount of Difficulty
  - C. Great Difficulty

8. **Were there any errors or omissions by the Consultant that contributed to significant cost increases?**
  - A. No significant errors or omissions were made
  - B. Errors or omissions were made, but did not result in significant cost increases
  - C. Errors or omissions were made, which resulted in significant cost increased on the project
  
9. **Taking into consideration any unexpected conditions or changes, were you satisfied with the Consultants ability to control the project cost?**
  - A. Consultant exceeded expectations
  - B. Consultant controlled costs as expected
  - C. Consultant did not control cost as well as expected
  
10. **Taking into consideration any unexpected conditions or changes, were you satisfied with the Consultants ability to control the project schedule?**
  - A. Consultant exceeded expectations
  - B. Consultant controlled schedules as expected
  - C. Consultant did not control schedules as well as expected
  
11. **Taking into consideration any unexpected conditions or changes, were you satisfied with the Consultants ability to control the project risk?**
  - A. Consultant exceeded expectations
  - B. Consultant controlled risks as expected
  - C. Consultant did not control risks as well as expected
  
12. **What overall rating would you give the Consultant?**
  - A. Excellent
  - B. Average
  - C. Poor

# SCHEDULE 'D' – 5 YEAR CAPITAL PLAN

---

<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
<ul style="list-style-type: none"> <li>• Development &amp; planning Reviews</li> <li>• Asset Management Strategy &amp; Plan.</li> <li>• Community Centre Parking Lot</li> <li>• Stormwater Reviews and studies.</li> <li>• Engineering reviews.</li> </ul>	<ul style="list-style-type: none"> <li>• Aurora Heights - Lift Station</li> <li>• South Street &amp; 2A Intersection (Construction)</li> <li>• Annual Pavement Replacement</li> <li>• South Street Improvement</li> <li>• Womacks Road &amp; Broadway Avenue Intersection</li> <li>• Annual Trail Development</li> <li>• Cemetery Expansion</li> <li>• EBC Parking Expansion</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Pavement Replacement</li> <li>• Upgrade lift stations to SCADA network</li> <li>• Annual Trail Development</li> <li>• Cemetery Expansion</li> </ul>	<ul style="list-style-type: none"> <li>• East Railway includes services and intersection</li> <li>• General Intersection Upgrades (2010 MP 12k pop)</li> <li>• Annual Pavement Replacement</li> <li>• Annual Trail Development</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Pavement Replacement</li> <li>• Cotton Wood Drive (to RR 27-00)</li> <li>• Water main Looping</li> <li>• Snow Storage Facility</li> <li>• Annual Trail Development</li> <li>• Sterling Industries Sports Park Campground</li> </ul>

Appendix A



TOWN OF BLACKFALDS  
Box 220, 5018 Waghorn Street  
Blackfalds, AB T0M 0J0  
Town Office: 403.885.4677  
<http://www.blackfalds.ca>

Date

From:

Attention: **Aws Al Sammarraie, P. Eng, "Engineering Services Manager"**

**Subject:** Request for Proposal "Master Engineering Services 2026-2028", including any amendments or additions (the 'Request for Proposal')

The Enclosed Proposal is submitted in response to the above – referenced Request for Proposal.

We have carefully read and examined the Request for Proposal and have conducted such other investigation as were prudent and reasonable in preparing the proposal. We are authorized to submit this Proposal on behalf of the proponent.

Regards,

-----  
*Signature*

Name:	_____
Title	_____
Telephone Number	_____
Email address	_____
Legal Name of Proponent	_____
Date	_____