



REQUEST FOR PROPOSALS
PRE-CONSTRUCTION PROJECT MANAGEMENT SERVICES –
Nanton Regional Water Supply (Design Detail Phase)
(RFP No.: OPS-2024-007)
OPERATIONS & CORPORATE SERVICES

Issued: July 17th 2024

Proposal Submission Deadline: September 13th, 2024, at 2:00:00 P.M.
(Mountain Time)

NOTE: RESPONSES WILL NOT BE OPENED PUBLICLY

Posted to: Alberta Purchasing Connection at www.purchasing.alberta.ca
Town of Nanton website at <https://www.nanton.ca>

Key Dates*

RFP posted on APC (Alberta Purchasing Connection)	July 17 th 2024
Deadline for Proponent's questions	August 29 th 2024, 2:00pm MT
If Required, Final Addendum posting	September 5 th 2024, 2:00pm MT
Submission Closing Date & Time	September 13 th 2024, 2:00pm MT
If Required, Proponent's proposal clarifications	October 3 rd , 2024, 2:00pm MT
Successful Proponent notification	October 18 th , 2024, 2:00pm MT

*All dates and times are subject to change.



Table of Contents **All dates and times are subject to change.*

1. Instructions to Proponents.....	2
2. Background Information.....	8
3. Proposal Evaluation Process.....	10
4. Proponent Response Instructions.....	12
Appendix A Workbook	
Appendix B Certification	
Appendix C Checklist of Service Categories	
Appendix D Standard Agreement Template	
Appendix E Insurance Requirements	
Appendix F Client References	
Appendix G Addenda Acknowledgement	

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 Nanton Regional Water Supply (pre-construction) design phase that will be required by the Town of Nanton (the “Town”). The Town is looking for project management professionals who can handle complex multidisciplinary contracts and phased timelines. The aim of this process is have a reliable project manager who can oversee multiple design phase contracts that make going to the construction phase feasible – 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: [R01.Nanton High River Regional Water Supply.August 2023.Appendices Removed.pdf](#)

Work will commence at the execution of provincial contribution agreements, pending Town 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 Town 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, in particular because particular design detail phase projects and their outcomes go straight to the heart of the overall project’s feasibility long before the Town reaches a construction phase.

1.3 Award

Based on criteria in this RFP, the Town will review proposals and determine the most suitable respondent for the work. The Town 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 Town 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 Town’s representative responsible for the day-to-day administration of the contract. The Contract Administrator is the Proponent's primary Town 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 **2:00:00 p.m. Alberta Time, August 29th, 2024**. No telephone inquiries will be accepted.

At the Town’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 Town personnel listed below. Do not contact any other Town employees or Proponents regarding any aspect of this RFP process, procedural or technical.

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

Neil Smith, Chief Administrative Officer

Email: cao@nanton.ca

When submitting an inquiry, identify your organization name, address, telephone, as well as “RFP –Project Management Services” in the subject line of the email.

All inquiries received will be reviewed by the Town. Inquiries that may contain proprietary or confidential information, in the Town’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 Town 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 Town 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 Town will be provided verbatim to Proponents.

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

After the Closing Date and Time, the Town 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 Town 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 Town 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 **2:00:00 p.m. Alberta Time, September 5th, 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 Town.

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 Town 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 Town requests the Proponent acknowledge receipt of all Addenda by completing and returning Appendix A with the Proposal. The Town 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 **September 13th, 2024, at 2:00:00 p.m. Alberta Time**. The Closing Date and Time may be amended at the sole discretion of the Town.

For RFP closing purposes, the official time of receipt of Proposals shall be as determined by the time recorder clock—located at the Town's Civic Centre, Front Reception—used to date and time stamp Proposals upon submission to the Town.

Failure to clearly identify Proposals as outlined in Section 1.10 – Submission of Proposals, Proposals being delivered to the Town's Civic Centre, 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
RFP NUMBER:	OPS-2024-007
CLOSING DATE:	September 13th, 2024
CLOSING TIME:	2:00:00 p.m. Alberta Time
ADDRESSED TO:	Neil Smith Chief Administrative Officer Box 609 Town of Nanton, AB TOL 1R09
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 Town;
- 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 Town 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 Town 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 Town will accept or reject a Proponent's Proposal.

1.11 Reservation

Notwithstanding anything to the contrary herein, the Town 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 Town, 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 Town's estimation.



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- 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 Town believes the Town 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 Town change;
 - Political, economic or technical conditions change;
 - Any other unforeseen event or circumstance occurs which is beyond the control of the Town; or,
 - Less than three (3) qualified Proponents submit Proposals, theTown 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 Town 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 Town’s custody or control, it also prohibits the Town 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 Town may be disclosed to a third party.

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

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 Town 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 Town shall review any submissions by Proponents under this provision and may reject any Proposals where, in the sole opinion of Town, 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 INFORMATION

2.1 Town Background Information

"The Town of Nanton (population of 2100) is a dynamic community with an ideal environment for living, working and doing business. Home to more than two thousand residents and a lively tourism industry, Nanton is the town to invest in. With rolling prairie to the east, the Canadian Rockies to the west, easy access to major cities in the north and a stone's throw away from the U.S. in the south, Nanton offers a small town lifestyle with global economic reach."

The Town has recently been awarded funding by the province of Alberta under its Water for Life (W4L) program for the design and construction of a treated water pipeline between the Town of High River and the Town. **This is conditional funding entirely dependent upon the resolution of major feasibility questions that must be resolved through a series of consulting contracts during the design detail phase. Reaching the construction phase should not be treated as a foregone conclusion by the successful consultant.**

2.2 Project Description and Scope of Work

The Town of Nanton invites the submission of Proposals from interested project management consultants, existing and new, 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 on the clear understanding that construction-related work will be awarded at a later time via a separate process.**

1. High River Aquifer Modeling and Plant Capacity Update

A qualified, independent, professional assessment of the Town of High River's ability to safely and cost-effectively provide the Town of Nanton with the volumes of annual water required and identified in the 2023 study.

2. Nanton water license transfer/acquisition

A clear, detailed and costed plan/process for how the Town of Nanton will transfer, negotiate and acquire the necessary water licenses to achieve successful transition to a High River-based water supply. Mapped out to precise timelines and benchmarks.

3. 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.

Additionally, management of the intermunicipal context with both the MD of Willow Creek and the County of Foothills as they pertain to various project deliverables.

4. Land interest acquisition services (pipeline route)

Expert and prompt negotiation and acquisition of conditional land interests for the Town of Nanton that make the construction of a pipeline feasible.

5. Municipal Engineering - Utilities (Water)

Some tasks include (but are not limited to):

- Preliminary Design/Feasibility Studies, Detailed Design
- Modelling, Network Analysis
- Reservoir Design
- Lift Station Design
- Hydrology & Geotechnical
- Construction Supervision and Contract Administration

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

Advice and preliminary estimates concerning significant ancillary benefits the project could bring to the Town, Town of High River, Foothills County or the MD of Willow Creek. Prospective additional funding opportunities identified on an ongoing basis.

7. Procurement and Contract Management

Ideally, the Project Manager will run procurement for the services mentioned, potentially extending into the construction phase.

8. Other duties

Other tasks may include but are not limited to:

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

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 Town'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 Town 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 Town may request written clarification concerning any aspect of a Proponent’s Proposal. If the Town is not satisfied as to the reliability of any proposed solution, the Proposal may be rejected, at the sole discretion of the Town.

3.3 Other Mandatory Requirements

3.3.1 PMP Certification

Project Management Professional (PMP certification). Lead consultants must be skilled at managing the people, processes, and business priorities of these projects. They must also be capable of working with Town of Nanton and interprovincial procurement and bid

processes, with expert knowledge of when public tenders and bids are legally required by law. (To be placed within Appendix H)

3.3.2 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 Town 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 Town 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 Town 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 Town 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 Town will perform account reviews and obtain employer clearance certificates for Proponents to ensure compliance with the requirements of the Worker’s Compensation Act. The Town will advise Proponents of any compliance deficiencies and the time allowed to rectify the same. The Town 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 Town may, starting with the highest-ranking Proponent, enter into sequential negotiations in an attempt to resolve outstanding issues. If necessary, the Town may enter into sequential



negotiations with other Proponent(s) in order of ranking. If the Town is unable to successfully conclude negotiations, the Town 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 Town 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 Town 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 Town requests the Proponent's Proposal be organized as outlined below. This will facilitate the Town'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.

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 Proponent 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

APPENDIX B – CERTIFICATION

APPENDIX C – CONSULTING SERVICES CHECKLIST OF GENERAL ENGINEERING SERVICES

APPENDIX D – STANDARD AGREEMENT TEMPLATE

APPENDIX E – INSURANCE REQUIREMENTS

APPENDIX F – 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 G – ADDENDA ACKNOWLEDGMENT

APPENDIX H – ADDITIONAL INFORMATION (Maximum of 12 Pages - this includes the two required documents below)

- A copy of the Corporate APEGA - Permit to Practice
- A copy of the COR (or) TLC

4.2.7 Client References

Three (3) references shall be provided with respect to comparatively similar services undertaken by the proponent(s).

4.2.8 Fee Structure and Rates

Broken out rates for project management, engineering and other services for this pre-construction phase.

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 for OPS-2024-007 as issued by the Town of Nanton, 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 _____, 20

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 – Checklist of Service Categories

Proponents shall place a check mark in the corresponding boxes below which will illustrate whether the services will be completed in-house or by the services of a sub-consultant.

Referencing Section 2.2 of this RFP document - The categories of services that are required within this RFP shall include (but are not limited to).

Service Categories	(Proponents) Consulting Firm – will be providing In-House Service	Retention of a Consultant for Providing Service Check Mark in this column)	Identify the Consultants Firm for retention (Legal name)	Hire the Consultants through oversight of a procurement process for the Town (check mark)
HR Aquifer and plant				
Nanton Water license				
Intermunicipal agreements				
Land interest acquisition				
Engineering Services				
Ancillary benefits				

The Town therefore reserves the right to contact the listed sub-consultants without further permission from the proponent.

APPENDIX D – Standard Agreement Template

The following file is provided separately and forms part of this RFP.



APPENDIX E – 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 Town 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 Town
6. Be endorsed to provide the Town 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 Town, 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 F – 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 Town to contact references. The Town therefore reserves the right to contact references without further permission from the consultant.



APPENDIX G – 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 Town 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 H – Additional Information