



## **Request for Proposal**

**For**

## **Bonnyville & District Family and Community Support Services**

## **Social Needs Assessment**

**Issued:** September 25, 2024

**Submission Deadline:** October 25, 2024

**Posted to:** Alberta Purchasing Connection at [www.purchasingconnection.ca](http://www.purchasingconnection.ca)  
Municipal District of Bonnyville No. 87 at [www.md.bonnyville.ab.ca](http://www.md.bonnyville.ab.ca)  
Town of Bonnyville website at [www.town.bonnyville.ab.ca](http://www.town.bonnyville.ab.ca)  
Bonnyville & District FCSS website at [www.bonnyvillecommunityservices.ca](http://www.bonnyvillecommunityservices.ca)

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## Definitions

- a) **“Agreement”** means a legal document that binds the Corporation, Bonnyville & District Family and Community Support Services (FCSS) and the successful proponent to carry-out a project.
- b) **“Authorized Agent”** is a representative of the Proponent who has the authority to enter into an Agreement on behalf of the Proponent to carry-out a project.
- c) **“Award”** is the acceptance of a Proposal in accordance with this Request for Proposal (RFP).
- d) **“Proposal”** is a written offer, received from a person/company in response to an invitation to provide goods and/or services based on a Request for Proposal and the corresponding Terms of Reference.
- e) **“Proponent”** is a Person/Company who submits a Proposal.
- f) **“Budget”** refers to any several documents approved by the FCSS Board or Council from time to time, which detail the amounts of money to be spent within a fiscal period by FCSS on various operation expenses or capital projects.
- g) **“Change Order”** is a written order issued from Bonnyville & District FCSS which changes the scope or specifications of any project.
- h) **“Consultant”** means the provider of a service who, by virtue of professional expertise or service is contracted by the Town or FCSS to carry-out a project.
- i) **“Contract”** means a formal legal Agreement, in writing, between Bonnyville & District FCSS and a person or company to carry-out the project requested by Bonnyville & District FCSS in its Request for Proposal.
- j) **“Goods and/or Services”** includes supplies, design, printed publications, equipment, property insurance, maintenance, professional and consulting services and service contracts not otherwise provided for.
- k) **“Discretionary”** refers to a requirement that Bonnyville & District FCSS would find valuable and consider desirable for the project being proposed. Instructions and specifications that are requested by the words “should” and/or “may” are “discretionary” and should be responded to in the proposal indicating they are or are not part of the proposal.
- l) **“Insurance Certificate”** is a certified document issued by an insurance company licensed to operate by the Government of Canada or the Province of Alberta certifying that the Proponent is insured in accordance with the Town of Bonnyville and Bonnyville & District FCSS requirements.
- m) **“Mandatory”** refers to a specification or requirement that the Proponent must include in their Proposal and be capable of performing if they are awarded the contract to carry-out the project. Instructions and specifications that are requested by the words “shall” and/or “will” indicate the requirement is “mandatory”.
- n) **“Project”** refers to the work, goods and/or service requirements of the Request for Proposal.
- o) **“Bonnyville & District FCSS”** means Bonnyville & District Family and Community Support Services (FCSS)

- p) **“Town”** means the Corporation of the Town of Bonnyville.
- q) **“MD of Bonnyville”** means the Corporation of the Municipal District of Bonnyville No 87 and the ward boundaries within.

## **Invitation**

*Bonnyville & District FCSS, is seeking a qualified consultant to complete a Social Needs Assessment for the Town of Bonnyville and Municipal District of Bonnyville No 87 wards 1,2,3,4 with the possibility of including Wards 5 and 6. This document will create a foundation for strategic planning for Bonnyville & District Family and Community Services. The purpose of this project is to guide informed decisions for future and current social priorities and programming.*

*The key target audiences for this project include all Town of Bonnyville residents and Municipal District of Bonnyville Residents in wards 1-4 (with the possible addition of wards 5 and 6) with an emphasis on a social needs assessment under the FCSS mandate. Municipal District of Bonnyville Map with wards outlined is attached as Annex A at the end of the document. The successful firm will work in coordination with Bonnyville & District FCSS, their advisory board and respective councils.*

## **Background**

*Bonnyville & District FCSS is a partnership between the Province of Alberta, Town of Bonnyville and the MD of Bonnyville. The Province is in the process of restructuring the reporting requirements for the funding received. This Social Needs Assessment will be used to justify the programming funding received by Bonnyville & District FCSS.*

## ***Purpose & Project Deliverables & Objectives***

*The purpose of this Request for Proposal (“RFP”) is to identify community needs and local priorities to direct strategic planning that aligns with the provincial priorities under the Provincial Framework for FCSS. The resulting social needs assessment will provide for the intentional planning, programming, and support in the community.*

Family and Community Support Services (FCSS) has a unique opportunity to drive change by implementing programs that address specific community needs. By understanding the community needs FCSS can foster a proactive approach to social development ensuring that social programming is relevant, effective, and sustainable. The ultimate goal is to empower the community, enhance its social fabric, and improve the quality of life for all residents.

The assessment aims to understand how residents engage with community services, which can reveal usage patterns and highlight areas for improvement. Identifying key community issues is essential to address immediate concerns and prevent future problems. The process involves evaluating the community's strengths and identifying any gaps in services or resources. This evaluation helps in recognizing the community's capabilities and areas where additional support is needed. Understanding the wellbeing needs, including provincial prevention priorities, allows for a targeted approach to enhance the overall health and welfare of the community.

The expectations are that the FCSS Board and *the community it serves will be more informed for future and current social priorities and programming in pursuit of the following questions:*

- *How and why residents use community services.*
- *Identify important community issues.*
- *Assessing the strengths and gaps within the current community.*
- *Understanding the current and emerging wellbeing needs within the region (including provincial prevention priorities).*
- *What areas of social development pose the greatest future opportunities to help enhance the community?*
- *Who is currently engaged in social development within the community?*
- *What is the unique opportunity for FCSS to affect change in the community?*
- *What roles and responsibilities can be taken by individuals, families, groups, and neighbourhoods to enhance positive social development in the community?*

## ***Project Roadmap***

*Below is an approximate project roadmap to use as a guide for expectations. Please explain the intended approach, execution, and deliverables for each stage of this project, including a timeframe for each stage. Additionally, indicate what steps your firm believes may be missing from the project process.*

1. *Develop and conduct a preliminary Community Needs Assessment that includes:*
  - a) Individual resident consultation.
  - b) Human Service agency and not for profit organization consultation.
  - c) A review of demographic and societal trends as they apply to the municipalities and their wards.
  - d) Prioritization of identified social needs.
2. *Compile an inventory of Human Services programs and services in the area.*
3. *Create a summary report on the information gained in the needs assessment activities and consultations, including:*
  - a) Those needs that are not currently being met.
  - b) Projections regarding future or changing needs.
4. *Make recommendations on the delivery of preventative social programs.*
5. *Present Final Report on Findings to the FCSS Advisory Board*

Proponents should also explain the support that will be required by the FCSS staff. For example: Will the FCSS staff need to assemble focus group members and prepare the room(s) for the event? Will the firm seek meeting space elsewhere? Etc.



## **Proponent Instructions**

### **Communications**

All communications regarding the RFP should be in writing and directed to:

Bonnyville & District FCSS  
Attn: Community Services Director  
4814 48th Avenue  
Bag 1006  
Bonnyville, AB T9N 2J7  
780-826-2120  
[rmiron@town.bonnyville.ab.ca](mailto:rmiron@town.bonnyville.ab.ca)

Answers to questions and clarifications may be released in the form of an addendum should Bonnyville & District FCSS determine the information is relevant to all Proponents. Questions may be submitted until 4:00 p.m. (MST), on October 15<sup>th</sup>, 2024. Bonnyville & District FCSS will not be under any obligation to answer questions submitted after October 15<sup>th</sup>, 2024.

No verbal arrangement or agreement, relating to the work required under this project specified or requested under this RFP will be considered binding and every notice, advice or other communications pertaining to it, must be in writing.

### **Electronic Communications**

All enquiries received via facsimile or electronic mail waive all rights of confidentiality of the enquiry in the method of transmission and the Proponent shall assume all risks of such methods of communication.

### **Addenda**

Bonnyville & District FCSS hereby reserves the right in its sole discretion to amend this Request for Proposal any time prior to the closing date and time. Proponents are advised that any changes to the Proposal shall only be done by formal written addendum issued by Bonnyville & District FCSS.

Proponents may be requested to confirm receipt of each addendum. It is each Proponent's ultimate responsibility to ensure all addenda have been received prior to submission of their Proposal or, in any event, prior to the close of the Request for Proposal, as Proposals cannot be amended or withdrawn following the closing time, for any reason.

**Cost of Proposal**

All costs directly or indirectly incurred by the Proponent in responding to this Request for Proposal shall be at the sole cost of the Proponent.

**Submission of Proposal**

Sealed Proposal packages shall be submitted at or before the closing date and time:  
Closing: October 25, 2024 at 4:30 p.m.

The Sealed Proposal submission package should be clearly addressed to:

Bonnyville & District FCSS  
Social Needs Assessment RFP  
Parent Child Center  
4814 48th Avenue  
Bag 1006  
Bonnyville, AB T9N 2J7

Sealed envelopes shall be clearly marked with the Proposal name and the name of the Proponent. Provide return address and contact information on the outside of the submission package. Facsimile and electronically mailed Proposals will not be accepted, acknowledged or returned.

Proponents are solely responsible for ensuring their Proposal is received on time and at the proper location. Proposals received after the closing date and time shall not be accepted or considered and shall be returned to the Proponent unopened. Proposals shall be irrevocable for any reason for a period of not less than ninety (90) calendar days following the closing date.

**Proposal Submission Package**

The Proposal submission package shall contain two (2) un-bound originals, three (3) copies and one (1) electronic USB version of the Proposal. The package must include the signed Proposal sheet, and any forms provided in the Request for Proposal document to be completed by the Proponent.

The required insurance certificate for a Proposal involving onsite labour component, WCB Clearance Certificate, is required to be included in the submission package.

**Emergency Parent Child Center Closure at Proposal Submission Time**

In the event of an emergency, labour disruption or inclement weather forces the closure of the Parent Child Center at the time the Proposals become due, the date and time will be extended to the next business day after the original closing date and time or to such later date as Bonnyville & District FCSS may decide but not for a period longer than thirty (30) calendar days.

**Public Opening Meeting for the Proposals**

Proposals will be opened at a public meeting to be held on October 28, 2024, at 1:00 p.m. (MST) at 4917-49 Avenue, Bonnyville, AB and the proponent(s) may attend. All Proponents will be sent a notification of any award in writing, naming the person/company that is awarded.

**Municipal Freedom of Information and Protection of Privacy Act**

The Bonnyville & District FCSS is required by law to adhere to the requirements of the Freedom of Information and Protection of Privacy Act, as amended. Any Proponent who requires that the information in its Proposal be kept confidential must explicitly advise Bonnyville & District FCSS of that fact.

**Information Release to Proponents**

The number of Proposals received, and the names of Proponents are confidential and shall not be divulged prior to the opening of the proposals.

**Request to Withdraw a Proposal Submission**

Requests for withdrawal of a Proposal submission shall be allowed if the request is made before the closing time. Requests must be directed to the Community Services Director by letter or in person, by the Proponent, with a signed withdrawal request confirming the details. Telephone requests will not be considered. The withdrawal of a Proposal does not disqualify a Proponent from submitting another Proposal for the same project.

**Proposals Returned Unopened**

Proposals received after the closing time shall be noted and returned unopened to the Proponent, as soon as possible. If a late Proposal is received without a return address on the envelope it shall be opened, the address obtained, and then returned. The cover letter will advise why the envelope could not be returned unopened.

**Terms and Conditions of Request for Proposal**

Each Proponent, by submitting a Proposal, represents that the Proponent has carefully read, understands and accepts the terms and conditions and specifications of the Request for Proposal in full.

## **Proposal Requirements**

Proponents are required to conform to the conditions listed below and those failing to do so may be subject to disqualification:

- a) The Acknowledge of Documents Received form (attached) must be signed in the space(s) provided on the form, with the authorized signature of the Proponent or of a designated official of the organization. If a joint Proposal is submitted, it must be signed on behalf of each of the Proponents and if the signing authority for both Proponents is vested in one (1) individual, they shall sign separately on behalf of each Proponent. In the case of an incorporated company, the corporate seal must be affixed to the Proposal forms.
- b) All Proposals shall be legible and conform to requirements described in "Purpose and Project Objectives". Proposals should not exceed twenty-five (25) pages in length. The submission package shall contain the number of packages outlined in the "Proposal Submission Package" section.
- c) Prices must be in figures and in Canadian Dollars and including all tariffs, freight and taxes unless otherwise stipulated.
- d) Adjustments by telephone, and fax, e-mail or letter to a Proposal already submitted will not be considered. A Proponent desiring to make adjustments to a Proposal must withdraw the Proposal and/or supersede it with a later Proposal submission prior to the specified Proposal closing time.

## **Proponent's Obligation to Examine**

While Bonnyville & District FCSS has made every effort to ensure the accuracy of the information provided in this document and otherwise to the Proponent, the Proponent shall not make any claim against Bonnyville & District FCSS for damages or extra work caused or occasioned by the Proponent relying upon such records, reports, or information whether as a whole or in part, furnished by Bonnyville & District FCSS or Bonnyville & District FCSS Board Member or a Council Member (Town or MD of Bonnyville) or an Employee of the Town.

## **Omissions, Discrepancies, Clarifications and Addenda**

Considerable effort has been made to ensure an accurate representation of information in this document. The information is not guaranteed or warranted to be accurate by Bonnyville & District FCSS nor is it necessarily comprehensive or exhaustive. Nothing in the Request for Proposal is intended to relieve the Proponent from forming their own opinions and conclusion with respect to the matters addressed in the Request for Proposal.

Should a Proponent find omissions from, or discrepancies in, any of the Request for Proposal documents, or should they be in doubt as to the meaning of any part of those documents, it will be the Proponent's responsibility to immediately notify the Bonnyville & District FCSS in writing.

If Bonnyville & District FCSS considers that a correction, explanation or interpretation is necessary or desirable, FCSS will issue a written addendum on Wednesday October 16, 2024, available for download on the Bonnyville Community Services website and APC.

Bonnyville & District FCSS has reserved the right to clarify any proposal during the evaluation process and shall not be bound to do so and the Proponents should not assume they will have any further opportunity to clarify their proposal following the closing date and time.

**Allocation of Risk**

Bonnyville & District FCSS shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent by reason of non-acceptance by Bonnyville & District FCSS of any Proposal submission or by reason of any delay in its acceptance.

**Conflict of Interest**

Failure by a Proponent to declare any potential conflict of interest or to obtain a waiver of any such conflict shall be grounds for Bonnyville & District FCSS to terminate any Contract formed without liability and for cause.

The following policy shall apply to this Request for Proposal and subsequent contract.

1. No employee or elected official of the Town or Municipal District of Bonnyville No 87. may submit a Proposal.
2. All employees or elected officials or Board Member shall disclose any business or personal relationship they might have in relation to this Request for Proposal or subsequent contract which might create a potential conflict of interest relative to this project.
3. All Proponents retained by Bonnyville & District FCSS shall disclose prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, Bonnyville & District FCSS may, at its discretion, choose not to award or may withhold the awarding of the contract until the matter is resolved to the satisfaction of Bonnyville & District FCSS. Furthermore, if during the carrying out of the project, a Proponent is retained by another client giving rise to a potential conflict of interest, then the Proponent shall so inform Bonnyville & District FCSS.

**Gratuities**

Proponents shall certify that no employee or Elected Official or Board Member has benefited or will benefit financially or materially from the award of the contract. Any contract may be terminated by Bonnyville & District FCSS if it is determined that gratuities of any kind were either offered to or received by any elected Official, Board Member or Municipal Employee.

**Governing Law**

The laws of the Province of Alberta shall apply to this Request for Proposal and any contract formed as a result of the Request for Proposal and the Courts of Alberta shall have exclusive jurisdiction over any contract formed as a result of this Request for Proposal.

The International Sale of Goods Act does not apply to this Request for Proposal or any contract formed as a result of this Request for Proposal. All Proponents and Proposals must comply with any law, including all legislation and regulations, which may be applicable to this project.

**Non-Exclusive**

Any contract awarded as a result of this Proposal shall be non-exclusive and the Proponent acknowledges that Bonnyville & District FCSS may in its sole discretion contract with others for the same or similar service during the term of any contract formed as a result of this Request for Proposal.

**Legal Proceeding with the Town, M.D. of Bonnyville No 87., Bonnyville & District FCSS**

No Proposal will be accepted from any company which has a claim or has instituted a legal proceeding against the Town of Bonnyville or M.D. of Bonnyville No 87.or Bonnyville & District FCSS or against whom the Town of Bonnyville or M.D. of Bonnyville No 87.or Bonnyville & District FCSS has a claim or instituted a legal proceeding with respect to any previous contract.

**Compliance with Laws**

Any Proponent is required to ensure compliance to and with any and all applicable laws and statutes. Failure to do so will result in the immediate cessation of business with Bonnyville & District FCSS and the appropriate authorities will be notified.

**Subcontracting and Assignments**

Proponents should note that, unless otherwise agreed, Bonnyville & District FCSS will assume that the employees or agents of the Proponent will be performing all services required by this RFP and any subsequent contract, which may be entered into by Bonnyville & District FCSS. Any subcontracting or assignment in whole or in part by the selected Proponent must be approved by Bonnyville & District FCSS in advance.

Therefore, in the event a Proponent wishes to subcontract any portion of the work, which is the subject matter of this RFP, the Proponent shall list the name and contact person of the proposed subcontractor together with that portion of the work that the proposed subcontractor is to do in their proposal.

**Joint Proposals**

In the event two or more persons, firms, companies, or other organizations wish to submit a joint or consortium proposal pursuant to this RFP, the proposal shall identify a single prime Proponent who will be responsible for overall project management and successful completion of the Project.

Such prime Proponent shall provide a single point of contact and single billing point and shall for all intents and purposes be treated as the selected Proponent under the contract. The Town shall not be liable for payment to any of the selected Proponent's partners, subcontractors, employees, agents or Consultants in the event the selected Proponent defaults on its responsibilities.

### **Irregularities**

Bonnyville & District FCSS reserves the right in its sole discretion to:

- a) Waive irregularities and/or minor non-compliance by any Proponent within the requirements of this RFP;
- b) Request clarification and/or further information from one or more Proponents after closing without becoming obligated to offer the same opportunity to all Proponents;
- c) Enter into contract discussions with one or more proponents; and
- d) To award to more than one Proponent if it is in Bonnyville & District FCSS's best interest to do so.

### **Confidentiality of Information**

Information pertaining to Bonnyville & District FCSS obtained by the proponent as a result of participation in this RFP is confidential and must not be disclosed without written authorization from Bonnyville & District FCSS.

Bonnyville & District FCSS shall declare and mark certain information about the Corporation to be received by the Proponent as "Confidential". The Proponent must not disclose such "Confidential" information to any third parties unless authorized to do so in advance and in writing by Bonnyville & District FCSS.

The Proponent and Bonnyville & District FCSS agree that the reciprocal obligations of confidentiality will survive the termination of any contract that might arise between the parties.

All Proponents are advised that Bonnyville & District FCSS is subject to interprovincial trade agreements, which may result in the disclosure of information.

### **Mathematical Errors**

In the event of mathematical errors in extension of prices or other ambiguities, unit prices shall govern over total Proposal prices and words shall govern over numbers.

### **Right to Accept or Reject Proposals**

Bonnyville & District FCSS reserves the right to accept or reject all or part of any submission or to rescind this Request for Proposal at any time at no cost to Bonnyville & District FCSS.

### **Work Program, Schedule & Financial Considerations**

Proposals must contain an itemized cost estimate to achieve each milestone within the Proponent's recommended approach, including consulting fees (hourly and per diem rates for each member of the team), miscellaneous expenses, disbursements, and GST. Every Proposal must contain a total cost.

Proposals must contain a detailed schedule or work plan and timelines that are categorized by milestones (completion of major tasks);

The Proponent will prepare progress reports for Bonnyville & District FCSS for each milestone in the approved work plan, including a breakdown of costs at each milestone.

### **Proponent Study Team**

- The Proposal should include a brief history of the Proponent's Consulting Firm and/or subcontracting firms where applicable.
- The Proposal must contain information of consulting staff that will perform the work, including qualifications and previous experience.
- Project lead must be clearly identified with qualifications and previous experience.

### **References and Experience**

Proponents are required to provide as part of their proposal the names, dates worked and contact numbers of at least three (3) organizations, including most recent, who can certify the Proponent's ability to perform similar work. Proponents are required to include a minimum of three (3) references and contact information including names, addresses and telephone numbers.

### **Acknowledgement**

All Proponents shall complete the Acknowledgement document attached and submit it as part of the Deliverables.

All reports are to be provided in an electronic USB version to Bonnyville & District FCSS in both "Word" and "PDF" unless otherwise approved by Bonnyville & District FCSS.

### **Additional Information for Proponents**

The Proposal should include, in addition to the information requested in this RFP, any additional information that illustrates the Proponent's experience, expertise or special insights into the generation of Community Needs Assessment.

All printing of the Proposal is the responsibility of the Proponent. The Proponent/Consultant will report to Bonnyville & District FCSS Offices located at the Parent Child Center.



### Timelines of the Project

The contract arising out of this Request for Proposal (RFP) is anticipated to commence no later than November 1<sup>st</sup>, 2024.

## Evaluation of RFP & Selection of Proponent

### Evaluation of Process and Criteria

Criteria	Value
Understanding of Municipal Government Sector; especially the challenges/opportunities of Bonnyville & District FCSS; most appropriate methodologies and schedules to achieve project goals.	20%
Experience on Similar Projects and Past Performance, demonstrated experience and ability to complete a project of this scope, related experience and successful completion of similar projects, ability to meet deliverables and timelines, references of previous projects.	15%
Complete, Comprehensive, Creative and Clear Proposal; Completeness (covers all areas outlined) and quality of proposal, creative/innovative (solutions for Bonnyville & District FCSS vs. Generic), comprehensive (covers all tasks/aspects in sufficient detail); clear, logical and easy to follow presentation and compliance with the requirements of the RFP.	30%
Proposed Fee; Cost effectiveness and the best overall team.	10%
Project Manager, Study Team & Disciplines; Leadership, management, communication and presentation skills and qualifications of project manager, qualifications/skills of multi-disciplinary team, appropriate skill sets devoted to tasks.	25%
<b>Total</b>	<b>100%</b>

All submissions will be evaluated with a short-list developed consisting of the top three proposals. Short-listed Proponents may be invited to meet with the Bonnyville & District FCSS Advisory Board as well as Town Council and M.D. Council to present an overview of their proposal and answer questions.

### Evaluation for Compliance

All proposals received will be initially evaluated to determine the degree to which each proposal meets the mandatory requirements of this RFP. Proposals that are noncompliant with the mandatory requirements may be subject to disqualification without further evaluation. Proponents are urged to ensure their proposal addresses all mandatory elements of this RFP.

Notwithstanding the above, Bonnyville & District FCSS reserves the right in its sole discretion to waive minor or technical non-compliance with the mandatory requirements in any individual case, based upon the principle of overall best value of the proposal to Bonnyville & District FCSS.

**Award**

Please be advised that the awarding of a contract is contingent on the Bonnyville & District FCSS's project budget. Bonnyville & District FCSS reserves the right in its sole discretion to negotiate modifications to any proposal received without becoming obligated to offer to negotiate with any other Proponent(s). If negotiations with the selected Proponent are unsuccessful, Bonnyville & District FCSS reserves the further right in its sole discretion, to enter into negotiations with any other Proponent(s).

Upon successful negotiations with a selected Proponent leading to an acceptable contract, the Bonnyville & District FCSS Advisory Board on behalf of Bonnyville & District FCSS may, in its discretion, award a contract. The award will be subject to the successful execution of an agreement.

**Samples**

Samples of similar work projects completed by the Proponent may be requested at any point during the proposal process or evaluation. Proponents are not expected to submit samples unless requested.

**Terms and Conditions**

Should a contract be awarded, the reference to the Proponent would become Consultant.

**Awarding of the Contract**

The authority to award a contract rest exclusively with the Bonnyville & District FCSS Advisory Board Bonnyville on behalf of Bonnyville & District FCSS. The municipal Council will exercise its authority in respect of a contract for this project by way of bylaw(s) and/or resolution(s) passed at properly constituted meeting(s).

**Indemnity**

By submitting a Proposal to Bonnyville & District FCSS, the Proponent agrees that they shall be responsible for and shall give adequate attention to the faithful prosecution and completion of all matters pursuant to the contract. In addition to the protection provided, the Proponent shall promptly indemnify and save harmless Bonnyville & District FCSS, the M.D. of Bonnyville No 87. and the Town of Bonnyville from all suits and actions for damages and costs to which the Town of Bonnyville, Municipal District of Bonnyville No 87. or Bonnyville & District FCSS might be put by reason of injury to or death of persons and damage to property resulting from negligence, breach, fault, omission, default, carelessness or any other cause in the performance of this work. The indemnity obtained in the contract shall not be prejudiced by, and shall survive, the termination of the contract.

**Insurance**

The Proponent shall, during the entire term of an Agreement, and any renewal or extension thereof, take out and keep in full force and effect insurance for Commercial General Liability Insurance including bodily injury including death, property damage, personal injury, contingency employers liability and cross liability in which the limits of liability shall be no less than \$2,000,000.00 per occurrence, and no less than \$2,000,000.00 per claim and Motor Vehicle Liability Insurance including Non-Owned Automobile of not less than \$2,000,000.00 per occurrence, all at the Proponent's sole cost and expense.

All policies shall be written with insurance companies qualified to do insurance business in the Province of Alberta. The insurance shall be with insurers acceptable to Bonnyville & District FCSS and with policies in a form satisfactory to Bonnyville & District FCSS. A copy of all insurance policies or certificates of insurance shall be delivered to Bonnyville & District FCSS prior to the commencement of the work.

All insurance coverage will be at the Proponent's sole cost and expense.

The Proponent must provide certificate(s) of insurance with the Town of Bonnyville, the Municipal District of Bonnyville No. 87, their Councils, Bonnyville & District FCSS, and employees added as additional insured with respect to the Commercial General Liability policy. All policies of insurance shall provide for thirty (30) days written notice to the FCSS prior to any cancellation, material change or amendments restricting coverage of any policy or policies.

**Occupational Health and Safety**

The Proponent shall comply fully with the Occupational Health and Safety Act.

**Worker's Compensation Board**

The Proponent will be required to furnish the Town of Bonnyville on behalf of Bonnyville & District FCSS with a Worker's Compensation Board Certificate of Clearance. The Proponent shall, at all times, comply with the provisions of the WCB Act. The Proponent shall at all relevant times carry Worker's Compensation Board of Alberta (WCB) coverage or Employers Liability Insurance in the amount of not less than \$2,000,000.00.

**Permits, Fees and Licensing**

The Proponent shall pay for any and all permits, licenses and fees, and give all notices and comply with all bylaws and regulations of the Town and any other governing body, wherever applicable, unless otherwise specified.

**Freedom of Information**

All information obtained by the Proponent in connection with this Proposal is the property of Bonnyville & District FCSS and must be treated as confidential. It may not be used for any other purpose other than replying to this Proposal, and for fulfillment of any subsequent contract with Bonnyville & District FCSS.

**Subcontractor**

Where the proponent proposes to retain a subcontractor(s) for any part of the work to be performed for this project, the Proponent shall provide, as part of the proposal, a written statement from an officer of the proposed subcontractor(s) agreeing to be bound to the same terms and conditions as the Proponent is to be bound in this RFP and the final project contract.

In granting consent to any sub-contracting or assignment by the Proponent, Bonnyville & District FCSS reserves the right to impose such additional terms as Bonnyville & District FCSS deems advisable as a condition of any such subcontract or assignment.

**Term of Agreement**

The term will commence in November 2024 and end no later than March 30<sup>th</sup>, 2025.

**Performance Evaluation**

The Proponent's performance may be evaluated during the term of the contract (if any). Bonnyville & District FCSS may request meetings with the Proponent to improve the overall success of the contract. Good performance will also determine Bonnyville & District FCSS interest in any renewal terms.

**Time is of the Essence**

Time is of the essence and the Proponent shall deliver the goods and services in strict accordance with the approved project schedule, delivery date, quantity and the requirements as specified in the Agreement.

**Copyright**

The Proponent represents, warrants and covenants that the goods do not infringe any patent, copyright, trademark or other intellectual or industrial property right. All plans, reports and final documentation produced by the Proponent will be the sole and exclusive property of Bonnyville & District FCSS.

## Acknowledgement Form

### Company Address & Contact Information

Complete the following information and submit this section in the Proposal submission package.

NAME OF PROPONENT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

WEBSITE ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

GST NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF OFFICER(S) OR PERSON(S) with authority to execute a contract for this project:

\_\_\_\_\_

\_\_\_\_\_

**Acknowledgement of Documents Received by Proponents and Agreement to Terms and Conditions**

\_\_\_\_\_ the undersigned HEREBY DECLARE AND ACKNOWLEDGE:

- a) That I have examined the documentation and information contained in this proposal and appendices and accompanying documents;
- b) THAT I declare that no person, firm, corporation or other organization other than disclosed herein has any interest in this Proposal or any contract which may result;
- c) THAT this Proposal is made by the undersigned without collusion or fraud with any other entity;
- d) THAT all statements in this Proposal are true and accurate in all respects;
- e) THAT full disclosure has been made of any conflict of interest or potential conflict of interest;
- f) THAT Addenda No. \_\_\_\_\_ to \_\_\_\_\_ inclusive (if any) have been reviewed by me and form part and parcel of the RFP and any contract which may result;
- g) THAT I do hereby offer to enter into a contract to complete all the work described in the RFP and provide all expertise, labour, materials and all necessary items to complete the project to the full and complete satisfaction of the Town for the sum of:

1. In words: \_\_\_\_\_

2. In numbers: \$ \_\_\_\_\_

- h) THAT my/our proposal is irrevocable after close of Proposal submissions for a period of not less than ninety (90) calendar days from that date.

Executed by me/us this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Authorized signing officer(s)/person(s):**

\_\_\_\_\_  
Name (Print)

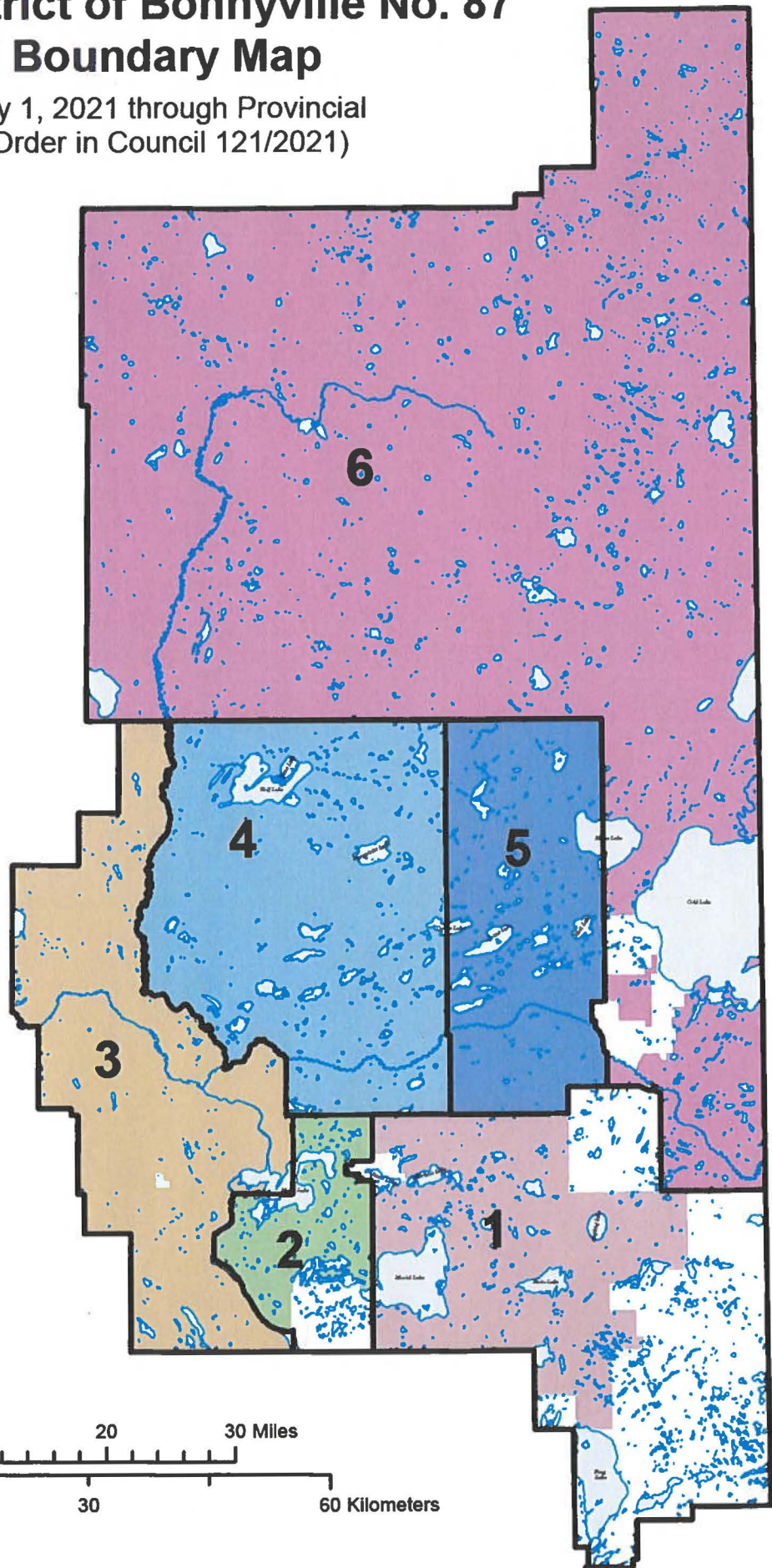
\_\_\_\_\_  
Signature

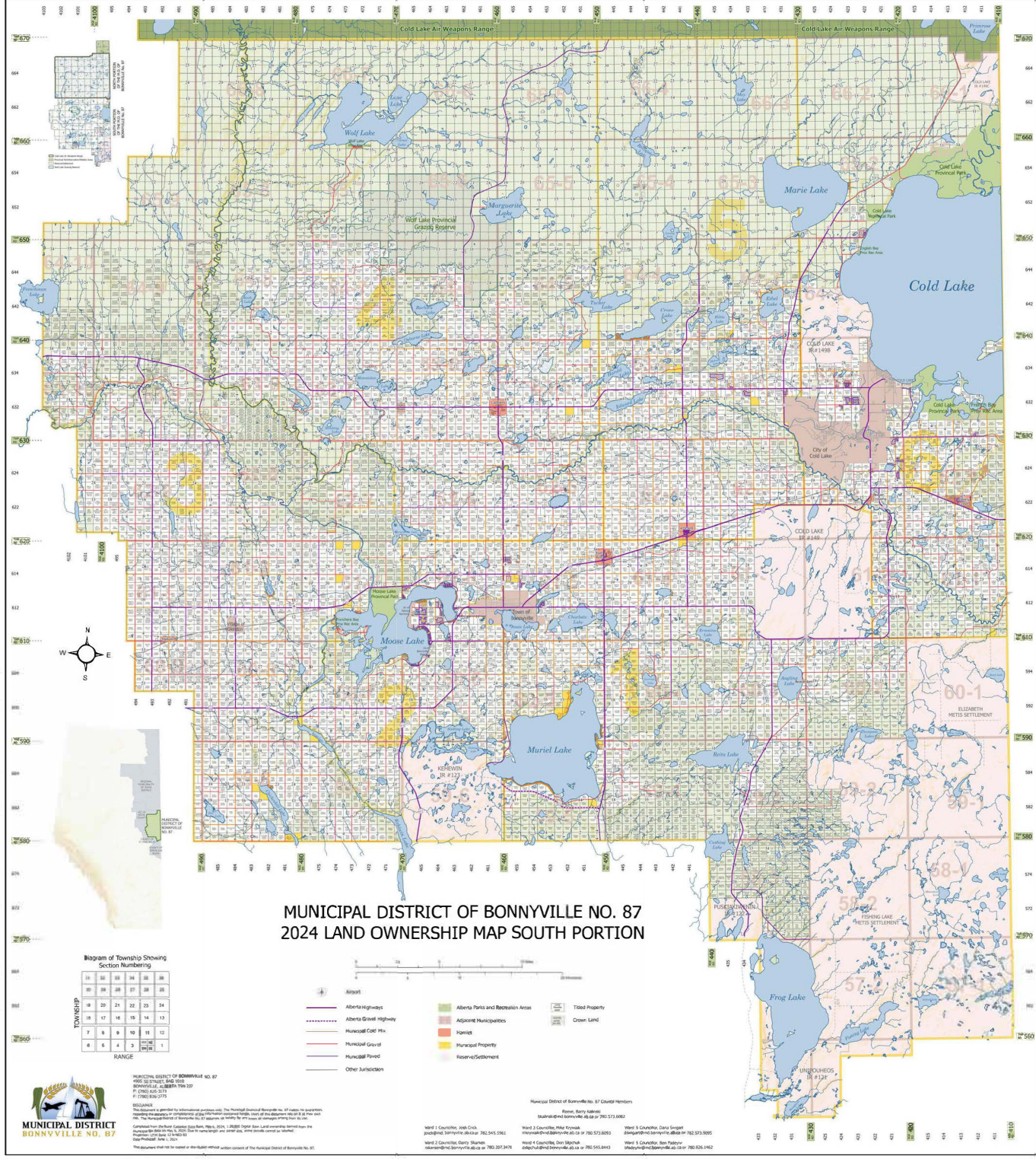
\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

# Municipal District of Bonnyville No. 87 Ward Boundary Map

(Effective May 1, 2021 through Provincial  
Ministerial Order in Council 121/2021)





## MUNICIPAL DISTRICT OF BONNYVILLE NO. 87 2024 LAND OWNERSHIP MAP SOUTH PORTION

Diagram of Township Showing Section Numbering

TOWNSHIP	11	12	13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	28	29	30
	31	32	33	34	35	36	37	38	39	40
	41	42	43	44	45	46	47	48	49	50
RANGE	6	5	4	3	2	1	1	1	1	1



- Airport
- Alberta Highway
- Alberta Provincial Highway
- Municipal CEM
- Municipal Canal
- Municipal Pointed
- Other Jurisdiction
- Alberta Parks and Recreation Area
- Adjacent Municipalities
- Farms
- Municipal Property
- Reserve/Settlement
- Titled Property
- Crown Land



MUNICIPAL DISTRICT OF BONNYVILLE NO. 87  
 2024 LAND OWNERSHIP MAP SOUTH PORTION  
 BONNYVILLE, ALBERTA T1W 2J7  
 P: (780) 545-5273  
 F: (780) 545-5275

**DISCLAIMER**  
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- Municipal District of Bonnyville No. 87 Council Members
- Mayor, Barry Gohde  
barrygohde@bonnyville.ca or 780-573-5883
  - Ward 1 Councillor, Ivan Cich  
jacob@cich.ca or 780-545-5961
  - Ward 2 Councillor, Barry Shantz  
barryshantz@bonnyville.ca or 780-573-3478
  - Ward 3 Councillor, Mike Foyard  
mikefoyard@bonnyville.ca or 780-573-8025
  - Ward 4 Councillor, Don Sijcha  
don@bonnyville.ca or 780-545-8463
  - Ward 5 Councillor, Doni Sanger  
donisanger@bonnyville.ca or 780-573-5055
  - Ward 6 Councillor, Bob Paster  
bobpaster@bonnyville.ca or 780-628-1462