



605 - 50th Street  
P.O. Box 6300  
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www.edson.ca



# REQUEST FOR PROPOSALS

## MUNICIPAL ORTHOPHOTOGRAPHY AND ELEVATION MODELLING SERVICES

The Town of Edson is inviting proposals from professional firms for digital orthophotography and elevation modelling services, providing by means of a one-day flyover of all land within town boundaries. The Town's Engineering and Planning departments make extensive use of aerial photographs, contour information, and other GIS data, and have benefitted immensely from past imaging projects. This RFP is being issued in the interests of updating and possibly expanding the scope of our current data, as well as gathering market information. While there are minimum standards for deliverables, the Town is open to value-added or innovative project approaches which reduce costs or improve the breadth, accuracy, or utility of the data gathered. In particular, the Town may be interested in the development of a more detailed or precise Digital Elevation Model (whether through LiDAR or other methods) or the acquisition of building footprint information. This RFP is therefore meant to be seen as open-ended, and Proponents are encouraged to augment the scope of work as needed to optimize outcomes. Simultaneously, the Town is mindful of its mandate to dispense public funds responsibly; cost effectiveness is a key consideration in this project, and the Town is uninterested in procuring services which are not useful for municipal planning/ engineering and/or public reference. In essence, the Town hopes to align with best practices for municipal mapping projects.

**Closing Date and Time: April 15, 2021 at 3:00 p.m. Mountain Time**

**Maximum Project Budget: \$40,000**

**RFP CONTACT:**

Mitch Hamm  
General Manager; Infrastructure and Planning  
605 – 50<sup>th</sup> Street  
PO Box 6300  
Edson, AB T7E 1T7  
mitchh@edson.ca

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## COMMUNITY BACKGROUND AND PROJECT INTRODUCTION

Edson is located halfway between Jasper and Edmonton along Highway 16 (the Trans Canada Yellowhead Route), and houses a population of 8,646 over 30 square kilometers. The area's natural bounty has spawned a powerful resource-based economy, buttressed by a vibrant service and retail sector. Edson's landscape is highly varied, featuring taiga forests, marshland, and hilly terrain in addition to extensive urban development.

Needless to say, the Town's success in managing demographic, geographic, and economic growth (and providing the requisite infrastructure to support this growth) while capitalizing on the benefits offered by the surrounding ecosystem hinges on the availability of accurate and up-to-date geospatial data. Pursuant to this, four flyovers of the town have been completed since 2008, yielding detailed (10 cm) aerial orthophotos and 0.5 m contour lines which have been integrated with the Town's GIS database.

In keeping with the Town's tradition of triennial flyovers, this RFP is being issued so that our orthophoto imagery and contour data can be updated to reflect changes in Edson's topography since 2014, including the construction of a new hospital and several subdivisions.

This solicitation also presents an opportunity to gather input from service providers regarding the ideal approach to this project and any strategies for refining or expanding its scope to better meet the needs of the Town and its residents. Given our limited technical expertise in this area, the Town recognizes that the ideal project may differ from the rudimentary outline provided in this RFP. We are keen to explore innovative or proprietary value-added services such as LiDAR imaging or building footprint calculations.

The successful Proponent will have a demonstrated ability to fully satisfy the technical requirement of this project, a proven track record of successful work on similar initiatives, and an ability to add value to the Town's GIS system.

The project area includes all land within Edson's municipal boundaries, outlined in red in Figure 1. Proponents are encouraged to consult the Town's Webmap for further information, including existing orthophoto imagery, geospatial data, and land use frameworks:

<https://app.munisight.com/YellowheadRegional/Content/Site/MainPage.aspx?siteId=1>. Flyovers have typically been completed in mid-May to maximize visibility (as the terrain is green with no leaves), though some flexibility is required to allow for fluctuating weather conditions.



*Figure 1. Project Area – Edson Municipal Boundaries*

## PROPOSAL TIMELINE

RFP Issue Date: March 23, 2021

Question Due: April 1, 2021

Responses Provided: April 8, 2021

Proposals Due: April 15, 2021

Consultant interviews: As requested by the town, from the closing date until at least two days before a final decision is made.

Final Decision and Notification of Proponents: April 22, 2021

Target Project Completion Date: Between May 1<sup>st</sup> and June 15<sup>th</sup>, 2021

## DEFINITIONS

For the purposes of this RFP, the terms below are to be defined and understood as follows:

*“Consortium”* means two or more Vendors which submit a proposal together.

*“Contract”* means the written agreement between the successful Vendor and the Town to provide the services contemplated by this RFP.

*“Evaluation Team”* means a group of individuals who will evaluate proposals on behalf of the Town. Its membership will be at the discretion of the RFP Contact and/or the Chief Administration Officer of the Town.

*“Must”, “mandatory”, “required”, “shall”, “essential”, or “will”* indicates a requirement that must be met in a substantially unaltered form in order for the proposal to be considered.

*“Prime Vendor”* means the Vendor in a Consortium that is chiefly responsible for the provision of all services which are the subject of this RFP, and is accountable for all terms and conditions of the contract.

*“Proposal”* means the Vendor’s response to this RFP and includes all the Vendor’s attachments and presentation materials. The proposal is the document(s) that is reviewed by the Evaluation Team for the purposes of selecting the best value Proponent, if any.

*“Request for Proposals (RFP)”* means this document, and any addenda published thereto, designed for the solicitation of the services.

*“Services”, “work”, or “project”* means the functions, duties, tasks and responsibilities to be performed by the successful Proponent pursuant to the collection and provision of geospatial data as laid out in this RFP.

*“Should”* means a requirement having a significant degree of importance to the objectives of this RFP and which will be a major determining factor when evaluating the Proponent’s ability to adequately complete the project.

*“Town”* means the Town of Edson, a municipal corporation duly constituted under the laws of Alberta.

*“Vendor”, “Proponent”, or “Consultant”* means an individual, corporation, partnership, or any combination of the foregoing, or any legally constituted and qualified entity submitting a proposal in the hopes of contracting with the Town to complete the project.

*“Successful Proponent”, “successful Vendor”, or “successful Consultant”* means the best value Proponent, as determined by the Town, which is engaged by the Town in the contract negotiation process.

## RFP INTERPRETATION GUIDELINES

Any headings are used for convenience only, and do not affect the meaning, validity, or interpretation of specific clauses.

Where applicable, words in the singular include the plural and vice versa.

## LEGAL FRAMEWORK AND JURISDICTION

This procurement is subject to all applicable legislation (provincial and federal), regulations, intergovernmental agreements, common law principles, and any other legal requirements affecting municipal procurement generally or the project specifically (the “legal framework”). In the event of a conflict between the provisions of this RFP and the legal framework, the latter shall prevail to the extent of the conflict.

The value of this procurement falls below the price thresholds established in the Agreement on Internal Trade and the New West Partnership Trade Agreement, and as such it is not subject to the provisions of either agreement.

The law to be applied in respect of this RFP shall be the law of the Province of Alberta, and all civil actions commenced in relation to this RFP shall be adjudicated by the Courts of the Province of Alberta. By submitting a proposal, the Proponent is taken to have agreed to submit to the jurisdiction of the Courts of said Province.

## SEVERABILITY OF INVALID OR INCONSISTENT PROVISIONS

If any statements, clauses, requirements, terms, or provisions of this RFP are found to be invalid, unenforceable, illegal, beyond the authority of the Town, or suggestive of a solicitation strategy *other* than and RFP (such as an Invitation to Tender), the section in question shall be severed from the RFP to the extent of the invalidity or inconsistency, and this severance shall not affect the meaning or validity of the remainder of the document.

## TOWN INDEMNITIES AT SUBMISSION

Submission of a proposal in no way obligates the Town to engage the Proponent concerned in any capacity or to continue with the project as a whole. The Town may, as its sole discretion and without liability for any damages or cost, real or perceived, to the Proponent, elect not to proceed with the project at any time and for any reason prior to the signing of a formal contract with the successful Vendor.

Furthermore, the Town is not obligated to accept the lowest-cost or any proposal, and it may opt to unilaterally reject *any or all* proposals for *any* reason. The Town also reserves the right to *accept* any proposal which it believes, in its sole and unfettered discretion, represents the best value, regardless of price; compliance or non-compliance with any elements of this RFP, mandatory or otherwise; irregularities in the proposal itself; or any other considerations.

## VENDOR RESPONSIBILITIES AND DISCLAIMER OF LIABILITY

The Town, its directors, officers, servants, employees, agents, and consultants expressly disclaim any and all liability for representations, warranties (express or implied), errors, or omissions in the RFP or in any written or oral information transmitted or made available at any time to a Proponent on behalf of the Town.

By submitting a proposal, the Proponent agrees to the following:

- To be responsible for conducting its own due diligence on data and information upon which the proposal is based.
- That it has fully satisfied itself as to its rights and the nature of the risks it will be assuming.
- That it is solely responsible for ensuring that it has all information necessary to prepare the proposal and for independently verifying the information with respect to any terms or conditions that may affect its proposal.
- That it has gathered all information necessary to perform all of its obligations under its proposal.
- That it has familiarized itself with all federal, provincial, local, and intergovernmental agreements, laws, ordinances, rules, and regulations that in any manner may affect the cost, progress, or performance of the project, and that it is solely responsible for complying with said legal framework, including any requirements to acquire licenses, registrations, or accreditations with public or private agencies. The Town will not be liable for any legal or regulatory non-compliance on the part of the Proponent.
- To disclose upon proposal submission any and all past legal infractions and successful prosecutions of the Proponent resulting from improper conduct or negligence on its part while providing any form of service to a client. This includes cases prosecuted by both public and private bodies, and therefore encompasses civil, criminal, regulatory, or any other violations related to

the Proponent's work for which the Proponent was found culpable, such infractions may, at the discretion of the Town, be grounds for rejection of the proposal.

- To hold harmless the Town, its elected officials, officers, employees, insurers, agents or advisors and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process.
- That it shall not be entitled to claim against the Town or its elected officials, officers, employees, insurers, agents or advisors on grounds that any information, whether obtained from the Town or otherwise (including information made available by its elected officials, officers, employees, agents or advisors, regardless of the manner of form in which the information is provided) is incorrect or insufficient.
- That the Town will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of or arising out of submitting a proposal or due to the Town's acceptance or non-acceptance of the proposal.
- To waive any right to contest in any proceeding, case, action or application, the right of the Town to engage any Proponent which it deems, in its sole and unfettered discretions, to be submitted the best value proposal.

## INSURANCE AND SECURITY DEPOSIT

Proponents must provide a Certificate of Insurance demonstrating a minimum of \$5,000,000 in general comprehensive liability insurance coverage, and the successful Proponent will be required to register the Town as an additional named insured.

As well, Proponents must provide a valid Worker Compensation Board (WCB) account number and proof of WCB coverage.

## VENDOR EXPENSES

The Vendor is responsible for all costs of preparing and presenting the proposal and of any subsequent interviews and negotiations with the Town prior to the signing of a formal contract.

## CONFLICT OF INTEREST

Vendors must fully disclose, in writing to the RFP Contact on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Vendor were to become a contracting party pursuant to this RFP.

The Evaluation Team shall review any submissions by Vendors under this provision and may reject any Proposals where, in the opinion of the Evaluation Team, the Vendor could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Vendor were to become a contracting party pursuant to this RFP.

## PROTECTION, DISCLOSURE, AND OWNERSHIP OF INFORMATION

The Vendor, the Vendor's employees, subcontractors, and agents shall:

- Keep strictly confidential all information concerning or related to the Town and/or third parties, including any of their business or other activities, acquired as a result of participation in this procurement process or the project itself;
- Adhere to the highest industry standards for the protection of information, including limiting and regulating access.

By submitting a proposal, the Vendor consents, and must have obtained the consent of any individuals identified in the proposal, to the use of any personal information contained in the proposal by the Town and any employees, subcontractors, and agents thereof for the purpose of evaluating applicants.

By submitting a proposal, the Vendor also acknowledge that all records, documentation, data, or information of any other sort which is acquires and/or generates pertaining to the project or the Town while carrying out its duties are the sole property of the Town, and must be surrendered upon completion of the project.

If requested, the Town will disclose to a proponent the weighted score given to its proposal. However, competitors' scores will not be disclosed.

All documents submitted by the Proponent will be subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act (FOIP), FOIP allows persons a right of access to records in the Town's custody and control. At the same time, it prohibits the Town from disclosing the Proponent's personal or business information *where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy* as defined in section 15 and 16 of FOIP. Proponents are encouraged to identify which portion of their submissions are confidential and what harm could reasonably be expected from their disclosure. However, the Town cannot guarantee that any portion of the Proponent's submission can be kept confidential under FOIP. Notwithstanding, the Town will make every reasonable effort to ensure that proprietary or confidential information is not frivolously revealed to third parties, and under no circumstances will it disclose information contained in any proposal to any other Proponent prior to the award of the contract.

## SUBMISSION AND RETENTION OF PROPOSALS

Proposals may be delivered by hand, courier, mail, or email to the RFP Contact (Submission address given below). Regardless of submission method, proposals must cite:

- The RFP Contact's name and mailing address,
- The Proponent's legal name and business address, and
- The name and closing date/ time of this RFP.

For email submissions, RFP identification information will be listed in the subject heading while all mailing/contact information will be cited in the body of the email. The Town is not responsible for submissions that are not clearly identified. Proposals submitted via email shall be attached as .pdf files not exceeding 10 megabytes in size.

Town of Edson  
605 – 50<sup>th</sup> Street  
PO Box 6300  
Edson AB, T7E 1T7  
Attention: Mitch Hamm, General Manager of Infrastructure and Planning

Email Submission: [engineeringandplanning@edson.ca](mailto:engineeringandplanning@edson.ca)

Proposals shall be final and valid at the closing date/time and for sixty days thereafter, and may not be altered by subsequent offerings, discussions, or commitments except at the request of Evaluation Team. Prior to the closing date and time, a clear and detailed written submission to the RFP contact which is signed by the officer or agent authorized to represent the Proponent may be used to amend or withdraw a proposal.

No extension to the closing date/ time of this RFP will be given unless the Town is responsible for an essential omission or error, or introduce a change to the RFP significant enough in nature to warrant an extension of the deadline.

Late proposals will not be considered. In the event of any uncertainty regarding the timing of a submission, the RFP Contact will have the sole authority to determine the proposal's eligibility.

Only proposals arrived at independently without collusion, consultation, communication, or agreement so to any matter, such as prices, with any other Proponent will be considered.

Once submitted, proposals and accompanying documentation become the property of the Town and will not be returned.

*Submission of a Proposal serves as acknowledgement and acceptance of all terms and conditions contained in the RFP.*

## REQUEST FOR CLARIFICATION AND CORRECTION

All questions regarding this RFP must be directed to the RFP Contact via email by April 1, 2021. Questions received by the RFP Contact after this date may not be addressed. Communications pertaining to this RFP with any member or contractor of the Town other than the RFP Contract are not permitted, and may result in rejection of the applicant's proposal.

Responses to all inquiries will be issued in writing by April 8, 2021. Both questions and responses will be recorded and may, at the discretion of the Town, be made public on the Town website and the Alberta Purchasing Connection as addenda to the RFP. The onus lies with the Vendor to regularly consult these sources.

The Vendor has a responsibility to notify the RFP Contact via email of any ambiguity, divergence, error, omission, oversight, contradiction, or item subject to more than one interpretation in this RFP, as it is discovered, and to request any instruction, decision, or direction required to properly complete the proposal. Should the Proponent fail to do so by April 15, 2021, the Town shall be the sole judge as to the meaning and intent of this RFP.

Verbal communications are not binding on any party, and should be avoided for the purposes of this RFP.

The Town may, in the course of evaluating a proposal, seek clarification or verification from the Vendor of any and all statements therein. A written response will be required, and the time frame for response will be minimal. Responses are deemed to the formal amendments to the Proponent's submission. Unless otherwise indicated by the Town, a request for clarification does not constitute an opportunity to make any material change to the proposal, or to alter, add, or delete any provisions thereof.

## SCOPE OF WORK/ PROJECT DESCRIPTION

Precise specifications and requirements for this project will be determined during contract negotiations and formalized in the final contract, and will be based upon the contents of this RFP, the successful proposal, and any negotiations which precede the signing of the contract. The Town expects each proposal to outline an implementable and precise scope of work which details all aspects of the project necessary to fully satisfy the minimum requirements, as well as any suggested additions, amendments, or improvements.

### Tasks/ Procedures:

The successful Proponent shall complete a flyover of all land within Town boundaries, as delineated in Figure 1, for the purposes of capturing aerial photographs, contour/ elevation data, and any other geospatial information stipulated in the final contract with the Town. The flyover may be performed using manned or unmanned aircraft. All flights will be approved by Edson airport staff prior to commencement.

The flight shall occur on a single day, expected to be in mid-May. It must take place during the transition from winter to spring, when neither excessive vegetation nor snow will obscure the landscape ("green with no leaves" conditions). Furthermore, the schedule will need to be adaptable to as to avoid problems associated with ephemeral weather conditions, such as cloudiness, rain, fog, excessive sun, etc.

Final approval of the flight date will be required from the Town on the day in question. The flights shall not proceed without such approval.

The camera and any associated equipment shall be in condition sufficient to ensure their accuracy and integrity.

The orthophotos captured during the flyover will be processed as needed so as to meet the required specifications, and all files subsequently provided to the Town.

### Image Requirements:

*At minimum*, the image must meet the following standards:

- 10cm resolution
- +/- 20cm horizontal accuracy at 90% confidence level
- Geo-referenced to UTM Zone 11 NAD 83
- RGBI colour fidelity
- Seamlessly edge-matched
- MrSID format, accompanied by .sdw and metadata files
- Unightly reflections caused by water bodies, metallic roofs, etc. to be edited out and replaced with compatible colour in-fill.

While in the past the Town has requested photo tiles, a mosaic image is preferred for this project.

### Contour/ Elevation Modelling Requirements:

The successful Proponent will be required to provide elevation data at a minimum horizontal resolution of 0.5m. Data may be derived through LiDAR, photogrammetry, or any other technique which the Proponent believes will optimize its utility and cost-effectiveness. It may be represented in a number of ways, from contour lines (the Town's current approach) to a LiDAR point cloud or Digital Elevation Model.

Note that 0.5m contour lines have been sufficient for the Town's engineering needs in the past; while the Town is interested in exploring the methodology and feasibility of a more ambitious project, implementation of this project would be contingent upon demonstrable operational benefits or cost efficiencies.

## PROPOSAL FORMAT

The following sections must be included in all proposals, though Proponents may introduce new elements as needed to ensure clarity, comprehensiveness, quality, and/or full compliance with the terms of this RFP. Failure to include all required sections may result in immediate rejection of the proposal, at the discretion of the Town.

While the broad subject matter to be covered in each section is outlined below, this RFP is intended to be permissive rather than restrictive in nature. In general, Proponents should treat content prescriptions (with the exception of specific section headings/themes) as strictly advisory, and are encouraged to add, omit, or elaborate upon the suggested topics as necessary to fully convey the substance and merits of their proposals.

As needed, submissions may utilize written words, graphics/images, charts, diagrams, technical schematics, and/or any other means of communicating the substance of the proposal. However, it is the Proponent's responsibility to ensure that the submission is comprehensible and clearly related to the project mandate; the Evaluation Team reserves the right to disregard any elements of a proposal which are unclear or irrelevant, and to disqualify an illegible or ambiguous proposal in its entirety.

### Introduction Letter (2 pages maximum)

Introduced the Proponent (legal name and address) as well as the specific agent or officer authorized to represent it for the purposes of correspondence and contract negotiation/ finalization pertaining to this RFP. The job title, name, signature, phone number, and email address of said agent must be provided.

Consortium proposals must introduce *all* Consortium member (legal names and head office addresses); broadly identify their respective roles in the project; and specify the Prime Vendor. Furthermore, they must state that the Prime Vendor is responsible for all acts, omissions, errors, and performance under any contract resulting from the proposal.

Provide a brief introduction of any subcontractors which will be involved in the project.

*Briefly* highlight the specific experience, expertise, resources, and qualifications which render the Proponent especially well-suited to this work.

Outline, in very broad terms, the key elements of the proposal, making note of any proprietary or value-added services, technology, or techniques which will be used to optimize project outcomes.

Include the following clause: “The Proponent accepts all terms and conditions contained in the RFP and the enclosed proposal is valid for sixty (60) days after the submission deadline”.

### Project Team and Organizational Structure (3 pages maximum)

Provide a complete list of project personnel and (where applicable) subcontractors and their respective functions. Demonstrate competencies with a succinct outline of each team member’s relevant qualifications and experience.

Outline the organizational structure/ chain of command to which the project team will adhere throughout the project.

### Project Approach and Specifications (8 pages maximum)

This section will outline in precise terms how the Proponent will carry out the scope of work in its entirety, providing technical details on both project methodology and deliverables. At minimum, Proponents are expected to demonstrate their ability to meet the baseline requirements of this project.

This section also offers an opportunity to provide input/ideas regarding the execution of, and standards for, the project, and to propose any innovative approaches or value-added services that the proponent can offer. Where such adaptations to the baseline scope of work are suggested, these changes should be justified with reference to their utility (how would the deliverable and/or municipal planning services be improved) or cost-effectiveness.

Proposals may outline a variable work project in which several different service options are offered (with the costs and benefits of each explained) for the Town to choose from.

Include a resource inventory, detailing the materials, equipment, technology, and software that will be employed during this project and outlining the advantage and disadvantage of each. The overview should be comprehensive, addressing everything from the type of aircraft used (i.e. manned versus unmanned) to the technologies used for discerning contours/elevation (i.e. LiDAR, photogrammetry, etc.).

Briefly discuss the process/ methodology for generating the orthophotos and elevation data, including details such as personnel and tasks involved, flight patterns, georeferencing procedures, data verification protocol, etc. indicate whether any processing/ modification of the images is needed to ensure their conformance with the required or proposed specifications, and what the potential drawbacks of this processing are for the integrity or quality of the final image. Discuss any quality control practices that will safeguard against error and guarantee that all specifications are met.

Provide all pertinent technical specifications for the project deliverables, including orthophoto and elevation model resolution; granularity and breadth of elevation data; precision of georeferencing and orthorectification procedures; positional accuracy; colour fidelity; file format; data and metadata provided; and anticipated file size (note that given server and computational constraints, large files may result in lag when accessed via our GIS application).

### Project Schedule and Adaptability (1 page maximum)

Provide a project schedule indicating approximate completion dates for all tasks and deliverables. In particular, the Town is interested in the proposed flight date, which must be strategically timed so that neither snow nor leaves obscure the image. The Town conventionally completes its flyover in mid-May, and strongly encourages the Proponent to draft its schedule accordingly.

However, given the lack of certainty around seasonal progressions and short-terms weather patterns, flexibility is considered an asset; a demonstrated willingness to reschedule the flyover as needed to ensure optimal weather conditions is an essential requirement of this project.

### Project Cost (2 pages maximum)

Provide a detailed budget, broken down by task and personnel hours, for completing the project.

Provide a total fee for the project. Where applicable, two figures should be given. One will represent the price for only those services which are essential to the Proponent's Approach and/or to the requirements of this RFP, while the other will be an all-inclusive figure incorporating all value-added or discretionary services.

All prices shall be given in Canadian dollars, exclusive of GST.

Please note that the maximum budget for this project is \$40,000. Submission of an over-budget proposal may result in disqualification, at the discretion of the Town, regardless of the weight assigned to "project cost" in the evaluation criteria.

### Experience and Reference (1 page per reference maximum)

Provide a brief description of up to four comparable projects taken on or completed in the last ten years. The experience cited should be similar in scope, complexity, and substance to the current project, and should illuminate the Proponent's ability to provide all required services at an exceptional level. References for all projects which include current contact information (phone and email) must be given.

The Town reserves the right to contact these or any other known user of the Proponent's projects or services (regardless of whether they have been listed as a reference), including the Town's own personnel, without prior notification of the Proponent.

## Proposal Evaluation

The Evaluation Team will assess all proposals according to the following criteria and weightings. The Team, and by extension the Town, has the sole authority to assign scores in each criterion as it deems appropriate.

By submitting a proposal, the Proponent acknowledges and agrees that it waives any right to contest in any legal proceedings the decision of the Town to award points in respect of the criteria noted below.

While specific elements of the proposal will be evaluated separately, the proposal's *overall* quality may be used to inform scoring in each individual outcome. Similarly, creativity and innovation, while not evaluate criteria in and of themselves, will affect the score assigned to the Proponent's Approach.

The Town may, to facilitate its evaluations, elect to conduct formal interviews with any Proponent it deems fit.

<b>Project Approach and Specification:</b>	<b>35 points</b>
<b>Experience, Qualifications, and References:</b>	<b>30 points</b>
<b>Project Cost:</b>	<b>20 points</b>
<b>Project Schedule, Adaptability, and Service Standards:</b>	<b>15points</b>
<b>Total:</b>	<b>100 points</b>

## Vendor Selection and Contract Negotiation

If after reviewing all proposals the Town elects to engage a Proponent, the RFP Contact will notify the chosen Vendor and commence negotiations for a formal contract. If any misrepresentations in the proposal become apparent during negotiation, if the Proponent substantively alters its commitment, or if for any reason full agreement on the contract terms and conditions cannot be reached, the Town may at any time end the negotiations and engage the Proponent which attained the next highest evaluation score. Additionally, the Town may, for any reason and without penalty, cancel the project and withdraw for negotiations at any time prior to the signing of the formal contract.

Unless a specific request is made, unsuccessful Vendors will not be individually notified of the Evaluation Team's decision via a visit to their proposals. However, the engagement of a Proponent will be publicly announced on the Town website.

The Town will endeavor to select a successful Vendor and finalize a contract as soon as possible following the RFP's closing date. We look forward to reviewing your proposal and thank you for your submission.