

TOWN OF THREE HILLS



Request for Proposal (RFP) 2026 Asphalt Patching Program

RFP Issue Date:	April 17, 2026
RFP Closing:	May 15, 2026
RFP Contact:	James Crozier CET, CLGM Director of Operations and Infrastructure 232 Main Street PO Box 610 Three Hills, AB T0M 2A0
Telephone:	(403) 443-2909
Email:	operations@threehills.ca

1. Introduction

The Town of Three Hills (the Town) is requesting proposals from qualified contractors to complete asphalt patching and roadway repair work within the municipality.

Scope may include milling, overlay, patching, full-depth repairs, and profiling.

A list of the work site areas will be provided to successful proponent upon closing of this RFP based on priority and budget constraints. The project is expected to not exceed maximum upset limit of \$250,000.00 before GST.

The successful vendor will supply labour, supervision, materials, tools, equipment and traffic control devices (signs, barricades, etc.) necessary to carry out the maintenance work as required. Hauling and disposal fees shall be included in the proposal provided.

Construction may begin after Jun 1, 2026, with completion by August 31, 2026.

2. Submission Details

All Proposals must be submitted via email to the RFP Contact prior to the RFP Closing. Proposals must be received prior to the closing time of **4:00pm MST, May 15th, 2026**. Proposals submitted after the closing time will not be accepted.

Proposals will only be accepted via email. Submission delivered by hand, courier, facsimile, or mail will not be accepted or considered. It is the responsibility of the proponent to ensure that their submission is received prior to the closing time.

All submissions shall be accompanied by following documents:

- Copy of WCB Clearance letter
- Copy of Liability insurance
- Tentative project schedule for completing all the scope of work
- Details of comparable project experience in past
- Completed Schedule of Quantity form
- Copy of COR/ SECOR certificate

Proposals will not be opened publicly.

The Town reserves the right to cancel this Request for Proposal for any reason.

Proposals may be withdrawn by written notice only provided such notice is received at the Town office prior to the date/time set as the closing time for receiving proposals. Proposals shall be open for acceptance for 60 days following the submission closing date.

No vendor shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each vendor shall be deemed to have agreed that it has no claim.

It must be understood that this is a Request for Proposals and not a Tender

3. Disqualification of Proposals

Proposals which are incomplete, ineligible, conditional, or obscure, or which contain reservations, or irregularities of any kind, may be disqualified at the sole discretion of the town.

Should the Town consider non-compliance with the requirements of the proposal to be minor in nature, it reserves the right to waive such requirements at its sole discretion.

4. Enquiries

Any clarification or questions regarding this request for proposals shall be submitted prior to **May 8th, 2026** and be directed via email to:

James Crozier, CET, CLGM
Director of Operations & Infrastructure
Town of Three Hills
operations@threehill.ca

Enquiries and responses will be recorded and may, at the Town's discretion, be distributed to all Proponents via an addendum. Amendments to this RFP, if any, will be issued in writing and will form part of this RFP.

It is the sole responsibility of the potential proponents to ensure that all available information has been received prior to submitting a proposal.

5. Site Meeting

There is no mandatory site meeting scheduled for this project. A site visit will be scheduled with the successful proponent upon closing to show the work site areas.

6. Scope of Work

1. Skin Patching:

- Cold milling (as required) of perimeter to achieve proper tie-ins and transitions for existing structures and roadways. Include pricing for milling under cold milling schedule of quantity.
- All RAP (Reclaimed Asphalt Pavement) shall be hauled to the town yard located at 416 2nd Ave. W, Three Hills. Any hauling cost to be included in the unit price.
- Sweep and remove dust and debris prior to skin patch, to be completed by the contractor. Any sweeping and hauling cost should be included in the unit price.
- Provide application of SS1 tack coat to entire working area.

- Supply, place and compact 20 mm +/- 5 mm of Asphalt Surface Course. Asphalt mix type shall be equivalent to M1. Maximum size of aggregate allowed for the mix is 12.5mm.

2. Cold Milling:

- Cold milling (as required) of perimeter to achieve proper tie-ins and transitions for existing structures and roadways.
- All RAP (Reclaimed Asphalt Pavement) shall be hauled to the town yard located at 416 2nd Ave. W, Three Hills. Any hauling cost to be included in the unit price.
- Sweep and remove dust and debris, to be completed by the contractor. Any sweeping and hauling cost should be included in the unit price.

3. Asphalt Replacement Patching:

- Sawcut, Excavate 100 mm +/- 10 mm, shape and re-compact gravel base. Excavated materials should be hauled away by the contractor to the proper disposal locations of their choice. Costs are to be included in the contractors' RFP.
- Supply, place and compact 50 mm (not exceeding) of Asphalt base course.
- Sweep away dust and debris. Apply SS1 tack coat primer to entire area.
- Supply, place and compact finish lift 50 mm (not exceeding) of Asphalt surface course ensuring transitions, tie-ins and proper elevations are achieved. Asphalt mix type shall be equivalent to M1. Maximum size of aggregate allowed for the mix is 12.5mm.

4. Asphalt Inlay/Overlay:

- Cold milling of perimeter to achieve proper tie-ins and transitions for existing structures and roadways. Include pricing for milling under cold milling schedule of quantity.
- All RAP (Reclaimed Asphalt Pavement) shall be hauled to the town yard located at 416 2nd Ave. W, Three Hills. Any hauling cost to be included in the unit price.
- The hauling of debris and sweeping of roadway to be provided by the contractor. Costs are to be included in the unit price.
- Apply SS1 tack coat primer over entire area.
- Supply, place and compact 50 mm of Asphalt Inlay/Overlay. Asphalt mix type shall be equivalent to M1. Maximum size of aggregate allowed for the mix is 12.5mm.

5. Profiling of Low and Sunken Areas:

- Sweep away dust and debris.
- Apply SS1 tack coat to entire area.
- Supply, place and compact required amount of Asphalt levelling course to achieve desired elevation necessary for inlay or overlay or skin patching.

The quantities shown are for estimate purpose only, actual quantities to be determined in the field. Contractors shall propose the best course of action required to fix the marked road sections.

Depending on the pricing received and available budget, we may further include additional sections to the scope of work as required.

The contractor shall be responsible for the proper disposal of all other construction waste materials.

The contractor shall be responsible for any repairs to the surrounding areas that were disturbed by the construction, such as lawns, driveways, and street asphalt. Any exceptions to this shall be noted in the proposal.

The contractor shall be responsible for confirming the elevations for establishing positive drainage.

The contractor is required to submit the Asphalt mix design before starting any work.

The contractor shall be responsible for providing traffic control on roads that require restricted access for periods of time when equipment is blocking lanes of traffic. This includes providing all barriers, signage and flag persons when required in high traffic areas.

Any complete road closures require 48 hours, notice to the Town of Three Hills so a proper Road Closure notice can be implemented for the emergency services vehicles. The road closure shall not proceed until permission is granted from the Town.

In the interest of public safety, the contractor shall not pile any type of construction materials higher than 1.5 meters on site.

7. Schedule of Quantities

TOWN OF THREE HILLS 2026 Asphalt Patching Program

TO: James Crozier, CET, CLGM
Director of Operations & Infrastructure
Town of Three Hills
operations@threehills.ca

SCHEDULE OF QUANTITIES AND PRICES

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITIES	UNIT PRICE (\$)
1	Skin Patching	m ²	1,000	
2	Cold Milling	m ²	1,000	
3	Asphalt Replacement Patching	m ²	1,000	
4	Asphalt Inlay/Overlay	m ²	1,000	
5	Asphalt Leveling Course	Tonne	1,000	
6	Mobilization	Location	10	

Subtotal (excluding GST)	
GST	
Total (including GST)	

**Quantities shown above are only for requesting cost proposals, actual quantities will be based on field measurements. Budget restriction of \$100,000.00 (before GST) applies to this project.*

The undersigned also agrees:

1. that Owner is in no way obligated to accept this proposal;
2. that Owner may, at Owner's discretion, award to other than the low Bidder;
3. that, if the Schedule of Quantities is improperly completed or incomplete, Owner shall have the right to disqualify and/or reject this proposal;
4. that this proposal is made without knowledge of the prices to be submitted for this work by any other company, firm, or person;
5. that this proposal is made without any connection or arrangement with any other company, firm, or person submitting a bid for this work;

6. that this proposal is made without any undisclosed connection or arrangement with any other company, firm, or person having an interest in this bid or in the proposed Contract;
7. that this proposal is irrevocable for sixty (60) days after the closing date for receipt of this proposal and that the Owner may, at any time within such period, accept this bid whether any other bid has previously been accepted or not and whether Notice of Award of a contract has been given or not;
8. to commence and proceed actively with the work promptly following receipt of the Notice to Proceed, and to complete all work under as per the contract provisions by August, 31st 2026;
9. that estimates of quantities shown in the schedule of quantities serve only to provide a basis for comparing proposals and that no representations have been made by Owner that the actual quantities will even approximately correspond therewith, and further, that Owner has the right to increase or decrease the quantities in any or all items and to eliminate items entirely from the work;
10. that all work shall be measured for payment upon completion of individual areas and signed off by the Town's Director of Operations & Infrastructure at the end of each work day;
11. that, in preparing this proposal, the Bidder has drawn their own conclusions from the site conditions.

Schedule of Quantities and Prices Completed By:	
Company	
Address	
Contact Name & Designation	
Contact Number	
Signature	
Proposed Start Date	
Proposed Completion Date	

8. Insurance and Indemnity

The Contractor shall indemnify and save harmless the Town of Three Hills from any and all losses, costs, damages, actions, causes of actions, suits, claims, and demands whatsoever resulting from anything done or permitted to be done by the contractor in the pursuance or purported pursuance of this contract.

The contractor shall provide Comprehensive Liability Insurance in an amount not less than \$5,000,000.00 per occurrence and shall contain terms and conditions as are acceptable to the Town of Three Hills. The policy shall also include minimum third-party liability of \$ 2,000,000.00 per accident or occurrence. C

Contractor's Employees must be included as Additional Insured. The Insurers will add the Town of Three Hills as Additional Named Insured's for all operations arising from the Contract; will include a cross liability clause and will provide 15 days written notice of material change or cancellation of the insurance policy to the Town. All deductible payables shall be borne by the contractor.

Automobile Liability Insurance (Owned or Non-owned) in an amount for not less than \$2,000,000 per accident or occurrence., covering death and damage to property, effective for all licensed vehicles owned, leased, rented or used by Contractor.

9. Health and Safety

The contractor shall comply with the provisions of the Occupational Health and Safety Act, and amendments thereto and regulations thereunder or any successive legislation, and shall at all times ensure that all subcontractors at the Site shall comply with the requirements of the said Act and regulations thereunder. The contractor shall be the general representative and agent to Owner for the purposes of insuring compliance with safety regulations for both itself and subcontractors. The contractor shall bring to the attention of subcontractors the provisions of the Occupational Health and Safety Act and regulations thereunder.

For the purposes of this project, Contractor is assigned the role of Prime Contractor for the Site and is responsible for ensuring compliance with the Occupational Health and Safety Act by all employers and employees on the Site.

Contractor shall have either full certification in the Alberta Labour approved "Certificate of Recognition" (COR) Program appropriate to their industry or "Small Employer Certificate of Recognition" (SECOR) or a Temporary Letter of Certification (TLC) issued by the Alberta Construction Safety Association or other appropriate industry association.

The contractor shall comply with all Federal, Provincial, and Municipal Government Laws and Regulations which are applicable to its business, and those affecting health and safety, workers compensation, and environmental matters.

The Contractor is responsible for any Subcontractors hired under themselves. They are to inform the Town of Three Hills of any Subcontractors working under them and ensure Subcontractors have been orientated, follow all provincial, federal, and Municipal Government Laws, produce valid insurance and WCB clearance letter.

The contractor shall provide only trained and competent workers to the Town of Three Hills. All workers who have not been deemed competent within their role, must be under direct supervision of a qualified worker.

The contractor is to ensure all tickets/trade qualifications and certificates of training are maintained and copies provided to the Town of Three Hills upon request.

The contractor is to supply all required personal protective equipment (PPE) and safety equipment that meets all applicable legislative requirements. All PPE and safety equipment must be maintained and in good condition.

Contractor must report all incidents/near misses to the Town of Three Hills as soon as reasonably practicable and participate in any investigations led by the Town. The contractor is responsible for reporting their own regulatory reportable incidents.

The contractor acknowledges and accepts all risks arising from the use or operation of their equipment, as well as equipment repair, maintenance, and inspections. The Contractor must ensure all equipment remains in safe operating condition for the tasks requested by the Town of Three Hills

The Contractor must ensure that appropriate measures are taken to protect the health and safety of Town of Three Hills employees and the public who may be within the proximity of the worksite.

10. Selection Criteria

Vendor selection will be based on the following requirements:

	Criteria	Weight (%)
1	Total Price	55
2	Experience on similar projects	35
3	Proposed start & completion dates	10
	Total	100

The Town of Three Hills reserves the right to reject any or all proposals, or to accept any proposal deemed to be in the best interest of the Town.

11. Negotiation

The award of the contract is subject to negotiations with the lead vendor including, but not limited to, the following:

- Changes or work refinements in the service requirements or scope of work proposed by the vendor.
- Price – if directly related to a change or refinement in the proposed scope of work proposed by the vendor.
- Specific Contract details as deemed reasonable for negotiation by the Town of Three Hills.

If it appears to the Town, in the Town's sole opinion, that the agreement may not be executed by the lead vendor, the Town may, at its sole discretion and without liability, immediately terminate all further negotiations and attempts to finalize the agreement with the lead vendor and select another vendor.

12. Warranty

Unless otherwise specified, the successful vendor warrants that in the manufacture of the supplies only the best workmanship and materials have been employed and if, within a period of one (1) year from the date of acceptance of the supplies by the Town, such supplies or any portion thereof are found by the Town to be defective or faulty due to imperfect or bad workmanship or material, the successful vendor agrees, to replace such defective supplies forthwith without expense to the Town.

13. Testing & Quality Control

The Contractor shall be responsible for quality control. The Town may request copies of result for any quality control testing carried out by the contractor.

Independent Inspection/Testing Agencies may be engaged by the Town for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by the Town.

The Town will order part of Work to be examined if work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, the contractor shall correct such work and pay cost of examination and correction.

The contractor shall remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by the Town as failing to conform to Contract Documents. The contractor shall replace or re-execute in accordance with Contract Documents.

14. Traffic Regulations & Control

The contractor shall comply with requirements of Acts, Regulations and By-Laws in force for regulation of traffic or use of roadways upon or over which it is necessary to carry out work or haul materials or equipment.

When working on travelled way, the contractor shall place equipment in position to present minimum of interference and hazard to travelling public. The contractor shall keep equipment units as close together as working conditions will permit and preferably on same side of travelled way. The contractor shall not leave equipment on travelled way overnight.

The contractor shall provide and maintain reasonable road access and egress to property fronting along or in vicinity of work under the contract unless other reasonable means of road access exist.

The contractor shall provide and maintain signs and other devices required to indicate construction activities or other temporary and unusual conditions resulting from project work which may require road user response.

The contractor shall supply and erect signs, delineators, barricades and miscellaneous warning devices as required.