

TOWN OF THREE HILLS



Request for Proposal (RFP) Engineering Services & Project Management

RFP Issue Date:	April 13, 2026
RFP Closing:	May 4, 2026
RFP Contact:	James Crozier, Director of Operations and Infrastructure 232 Main Street, PO Box 610 Three Hills, Alberta T0M 2A0
Telephone:	(403) 443-2909
Email:	operations@threehills.ca

1 RFP Process

1.1 Definitions

- “**Contractor**” means the successful Proponent awarded the Contract.
- “**Consortium**” means two or more Proponents who submit a joint proposal.
- “**Contract**” means the formal written and binding agreement.
- “**Evaluation Team**” means individuals who will evaluate the proposals on behalf of the Town.
- “**Proponent**” means an organization or a Consortium responding to this RFP with a proposal.
- “**Proposal**” means the Proponent’s response to this RFP and includes all the Proponent’s attachments and presentation materials.
- “**Request For Proposal or RFP**” means the solicitation for the functions, duties, tasks and responsibilities as outlined in this RFP.
- “**RFP Closing**” means the final date and time for acceptance of proposals.
- “**Services**” means the functions, duties, tasks and responsibilities to be provided by the Proponent as described in this RFP.

1.2 Project Schedule

RFP Issue Date:	April 13, 2026
Deadline for Questions:	April 27, 2026
RFP Closing:	May 4, 2026 @ 4:00pm
RFP Award Date:	May 15, 2026
Design Completion:	August 31, 2026
Tender Release:	January 31, 2027
Construction Completion	October 15, 2027

1.3 Proponent Questions

- 1.3.1 All questions regarding this RFP must be directed to RFP Contact in writing via email prior to the deadline for questions. Enquiries and responses will be recorded and may, at the Town’s discretion, be distributed to all Proponents via an addendum.
- 1.3.2 The Proponent has a responsibility to notify the RFP Contact in writing 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 prepare the proposal.
- 1.3.3 Verbal responses to enquiries are not binding on any party.

1.4 Amendments to the RFP

- 1.4.1 The Town reserves the right to issue addenda or amendments or change the schedule of events to this RFP.
- 1.4.2 Amendments to this RFP, if any, will be issued in writing and will form part of this RFP.

1.5 Proponent Expenses

Proponents shall bear their own costs associated with or incurred in the preparation and presentation of its proposal including, if applicable, costs incurred for meetings, interviews or demonstrations related to this RFP prior to the issuance of a contract.

1.6 Submission of Proposals

- 1.6.1 All Proposals must be submitted via email to the RFP Contact prior to the RFP Closing.
- 1.6.2 Proposals cannot be delivered by hand, courier, facsimile or mail.
- 1.6.3 Emphasis should be concentrated on the conformance to the RFP instructions, responsiveness to the RFP requirements, and completeness and clarity of content. Proposals must be complete in all aspects. A proposal will not be considered if it is conditional or incomplete.
- 1.6.4 Proposals must be submitted with the following mandatory requirements:**
- i. *Proponent Profile* containing:
 - Proponent Legal Name and business location
 - Representative Name and Contact information
 - Members of the proposed project team, with experience
 - Separate Pricing Details, excluding GST, for:
 - **Project Design services**
 - **Project Tender services**
 - **Project Construction Management services**
 - ii. **Three (3) project-related references**
 - iii. **Statement and signature agreeing and acknowledging you have read the RFP in its entirety and agree the process will be governed by the terms and the conditions set forth in the RFP.**
- 1.6.5 Technology issues or delivery service disruptions will not be acceptable conditions for late submissions.
- 1.6.6 For RFP closing purposes the official time and receipt of proposals shall be determined by the time the email is received by the RFP Contact. Proposals that are received after the Closing Date and time will be deemed late.
- 1.6.7 Late or incomplete proposals will not be considered. No exceptions will be made.
- 1.6.8 The Proponent agrees that by submitting a proposal, they waive any claim to lost profits or other additional compensation from not being chosen to complete the work.

1.7 Acceptance or Rejection of Proposals

- 1.7.1 At any time prior to the RFP Closing Date and Time, a Proponent may withdraw its proposal by submitting written notice to the RFP Contact.
- 1.7.2 The Town reserves the right, in its sole discretion, to cancel this RFP without award or compensation to any Proponent, their officers, directors, employees or agents.
- 1.7.3 The Town reserves the right, in its sole discretion, to accept or reject any proposals; to waive minor informalities of proposals; or to cancel, revise or extend solicitation.
- 1.7.4 The Town reserves the right not to select the lowest priced bid and award will be made on the basis of quality, service and price.
- 1.8.5 The RFP process is intended to identify prospective Proponents for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Proponent and the Town by the RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.
- 1.7.6 Proposals shall be irrevocable and open for acceptance by the Town anytime within ninety (90) days following the end of day of the RFP Closing Date.

- 1.7.7 The Town retains the right to negotiate with one or more bidders after receiving the proposal.
- 1.7.8 Proposals will be retained by the Town and will not be returned to proponents.

2 Confidentiality

- 2.1.1 The Proponent shall maintain security standards, including control of access to data and other information, consistent with the highest standards of business practice in the industry.
- 2.1.2 A proponent may not at any time directly or indirectly communicate with the media in relation to the RFP or any contract awarded pursuant to the RFP without first obtaining the written permission of the RFP Contact.
- 2.1.3 All information provided by or obtained from the Town in any form in connection with the RFP either before or after the issuance of the RFP is the sole property of the Town and must be treated as confidential; is not to be used for any purpose other than replying to the RFP and the performance of any subsequent Contract; must not be disclosed without prior written authorization from the Town; and shall be returned by the Proponents to the Town immediately upon the request of the Town.

3 ATIA (formerly FOIPP)

A proponent should identify any information in their proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Town. The confidentiality of such information will be maintained by the Town, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be publicly disclosed and may be scrutinized by the community through public presentations, or on a confidential basis, to the Town's advisers retained for the purpose of participating in the evaluation of their proposal. If a proponent has any questions about the collection and use of personal information pursuant to the RFP, questions are to be submitted to the RFP Contact. Any proposal submitted is subject to the *Access to Information Act*.

4 Conflict of Interest

- 4.1.1 For this section, Conflict of Interest shall mean:
 - i. In relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Town in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision-makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or
 - ii. In relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.
- 4.1.2 Proponents must fully disclose, in writing to the RFP Contact on or before the Closing Date and Time of this RFP, the circumstances of any potential conflict of interest or what could be perceived

as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP.

- 4.1.3 The Evaluation Team shall review any submissions by Proponents under this provision and may reject any proposals where, in the sole opinion of the Evaluation Team, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP.
- 4.1.4 If no written disclosure is provided, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

5 Governing Law

5.1.1 Procedural terms of the RFP Process

- i. are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- ii. are non-exhaustive (and shall not be construed as intending to limit the preexisting rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and
- iii. are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

6 Disclaimer of Liability and Indemnity

6.1.1 By submitting a proposal, the Proponent agrees:

- i. to be responsible for conducting its own due diligence on data and information upon which its proposal is based;
- ii. that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- iii. that it has gathered all information necessary to perform all of its obligations under its proposal
- iv. that it is solely responsible for ensuring that it has all information necessary to prepare its proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its proposal;
- v. 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;
- vi. that it shall not be entitled to claim against the Town, their 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;
- vii. 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 its proposal; and
- viii. to waive any right to contest in any proceeding, case, action or application, the right of the Town to negotiate with any Proponent for the contract whomever the Town deems, in their sole and unfettered discretion, to have submitted the proposal most beneficial to the Town.

7 Selection Process

7.1 Evaluation Process

- 7.1.1 Proponents should carefully note the mandatory requirements listed in this RFP. Proposals that do not meet the mandatory requirements at the submission deadline will be disqualified.
- 7.1.2 During the evaluation process, Proponents may be required to provide additional information to clarify statements made in their proposals.
- 7.1.3 The Town reserves the right to invite the highest-ranked Proponent(s) for an interview by and/or presentation made to the Evaluation Team. Should the Town choose this option, all Proponents invited for the interview and/or presentation shall be re-evaluated for the final ranking.
- 7.1.4 Key Proponent management and technical personnel will be expected to participate in the presentation and these presentations will be made at no cost to the Town.
- 7.1.5 The Evaluation Team will make the final decision(s) as to which Proposal(s) will be considered for approval.

7.1 **Evaluation Criteria**

Each Proposal shall be evaluated separately against the criteria listed below. Further detail is listed in Schedule A.

Evaluation Criteria (100%):

1. **Relevant Experience – 25%**
2. **Project Team – 15 %**
3. **Cost and Fees – 35%**
4. **Clarity and Presentation – 10%**
5. **Proposed Project Timeline – 15%**

8 Notification to Proponents

- 8.1.1 All Proponents will be notified in writing as soon as possible after acceptance of a proposal.
- 8.1.2 Selection of a successful Proponent does not obligate the Town to negotiate or execute a Contract.
- 8.1.3 The successful Proponent should note that if the parties cannot execute a Contract within thirty (30) days, the Town may invite the next-best-ranked Proponent to enter into a Contract.

Schedule A - Information

Introduction & Background

The Town is located approximately 1.5 hrs between Calgary and Red Deer, east of the Queen Elizabeth II Highway. We are requesting proposals from qualified engineering consultants to provide professional engineering services for the design, tendering, and project management of a proposed watermain installation. The project stems from the *“Three Hills Water System Assessment Report”* completed in 2024, which can be made available upon request. The existing waterline tie-in points within the construction area consist of 100mm cast iron, 150mm asbestos cement (AC) and 200mm PVC pipe. As shown on the attached map, there are currently two sections without existing waterlines.

Scope of Work

The proposed project includes the installation of approximately 300 metres of 300 mm PVC waterline, beginning at the intersection of 3rd Street and 4th Avenue. The work will include:

- Installation of a new cross at the starting intersection to tie-in the existing:
 - 100mm cast iron waterline (east).
 - 200mm PVC waterline (north).
 - 100mm AC waterline (south).
 - Extending west with new 300mm PVC along 3rd Street to 3rd Ave connecting to the existing 200mm PVC waterline (north).
 - Replacement of the existing 150mm AC waterline from 3rd Avenue to 1st Avenue intersection.
 - Continuation north along 1st Avenue with new 300mm PVC tying into existing 100 mm AC waterline on 1st Avenue (see attached map).
 - Install four (4) new water service connections – two (2) new and two (2) existing) to be replaced to the property line (details to be confirmed during design).
 - Installation of one (1) new fire hydrant.
 - A review of other infrastructure in the area to determine if the scope of work should be expanded, including sanitary, storm, roadways, curbs and sidewalks.

Project Objectives

To engage an engineering consultant to design, and provide tender management and project management services for the following:

- Increase the waterline diameter and eliminate existing gaps to achieve a continuous and reliable water distribution system while ensuring adequate and sustainable fire flows.
- Preparation and submission of as-built drawings following construction completion.

