



REQUEST FOR PROPOSALS

Design Services for the construction of a concrete sidewalk

Request for Proposal:

ALBERTON-2021-01

Date Issued:

October 29, 2021

Submission Deadline:

November 26, 2021

Table of Contents

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS	5
1.1 Invitation to Proponents	5
1.2 RFP Contact	5
1.3 Type of Contract for Deliverables	5
1.4 RFP Timetable	6
1.5 Submission of Proposals	6
1.5.1 Proposals to be submitted at the Prescribed Location	6
1.5.2 Proposals to be submitted on Time.....	6
1.5.3 Proposals to be submitted in Prescribed Format.....	7
1.5.4 Amendment of Proposals Prior to Submission Deadline.....	7
1.5.5 Withdrawal of Proposals.....	8
1.5.6 Proposals Irrevocable after Submission Deadline.....	8
PART 2 – EVALUATION OF PROPOSALS	9
2.1 Evaluation	9
2.2. Mandatory Technical Requirements	9
2.3. Rated Criteria	9
2.4 Pricing	10
2.5 Selection of Highest Scoring Proponent	11
2.6 Notification to Other Proponents	11
PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS	12
3.1 General Information and Instructions	12
3.1.1 RFP Incorporated into Proposal.....	12
3.1.2 Proponents not to change terminology	12
3.1.3 Proponents to Follow Instructions	12
3.1.4 Language.....	12
3.1.5 No Incorporation by Reference.....	12
3.1.6 References and Past Performance.....	13
3.1.7 Information in RFP Only an Estimate.....	13
3.1.8 Proponents to Bear Their Own Costs.....	13
3.1.9 Proposal/Documents to be retained by the Municipality	13
3.1.10 No Guarantee of Volume of Work or Exclusivity of Contract.....	13
3.2 Business Registration	14

3.3	Communication after Issuance of RFP	14
3.3.1	Proponents to Review RFP	14
3.3.2	All New Information to Proponents by Way of Addenda	15
3.3.3	Post-Deadline Addenda and Extension of Submission Deadline	15
3.3.4	Verify and Clarify	15
3.4	Execution of Agreement, Notification and Debriefing	15
3.4.1	Selection of Proponent and Execution of Agreement	15
3.4.2	Failure to Enter into Agreement	16
3.4.3	Notification of Outcome of Procurement Process	16
3.4.4	Debriefing	16
3.5	Conflict of Interest and Prohibited Conduct	16
3.5.1	Conflict of Interest	16
3.5.2	Disqualification for Prohibited Conduct	17
3.5.3	Prohibited Proponent Communications	17
3.5.4	Proponent not to Communicate with Media	17
3.5.5	No Lobbying	17
3.5.6	Illegal or Unethical Conduct	17
3.5.7	Rejection of Proposals	18
3.6	Confidential Information	18
3.6.1	Confidential Information of the Municipality	18
3.6.2	Confidential Information of Proponent	18
3.6.3	Personal Information	19
3.7	Reserved Rights, Limitation of Liability and Governing Law	19
3.7.1	Reserved Rights of the Municipality-Province	19
3.7.2	Limitation of Liability	20
3.7.3	Governing Law and Interpretation	21
	APPENDIX A – RFP PARTICULARS	22
A.1	The Deliverables	22
A.2	Material Disclosures	23
A.2.1		23
A.3	Mandatory Technical Requirements	23
A.4	Rated Criteria	23

- **Availability and capability to meet work requirements and Understanding of Service Requirement..... 23**
- **Proposed Approach/Process and Project Plan..... 23**
- **Demonstrated Expertise 24**
- **Proposed Resources, Resumes and References 24**
- **Resource Management 24**
- **Management of Project Risk..... 25**
- **Added Value 25**
- APPENDIX B.....26**
- Map of Alberton26**
- Map of construction area27**

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This request for Proposals (The “RFP”) is an invitation by the Town of Alberton (“the Municipality”) to prospective proponents to submit proposals for professional engineering services of the construction of 395 meters of concrete sidewalk on Poplar Street in Alberton and as further described in the RFP Particulars (Appendix A) (the “Deliverables”)

The Town of Alberton is located within Prince County, in the western part of the county in the province of Prince Edward Island. The municipality is governed by a Council of six members and a Mayor who oversee the municipal services for its 1150+ residents. The municipality provides services such as sewer, fire, recreational facilities and EMO.

1.2 RFP Contact

For the purposes of this procurement process, the “RFP contact” shall be:

Donna Thomson, CAO donna@townofalberton.ca

Proponents and their representatives are not permitted to contact any employees, other than the RFP Contact, or their designate, concerning this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

1.3 Type of Contract for Deliverables

The selected proponent will be required to enter into an agreement with the Municipality for the provision of the Deliverables in the form attached as **Appendix A** to the RFP (The “Agreement”). The initial term of the agreement will be for a period of **6 months**.

1.4 RFP Timetable

Issue Date of RFP	27 October 2021
Deadline for Questions	2 November 2021
Deadline for Issuing Addenda	8 November 2021
Submission Deadline	26 November 2021 – 4:00 pm
Anticipated Execution of Agreement	15 December 2021

The RFP timetable is tentative only and may be changed by the Municipality at any time.

1.5 Submission of Proposals

1.5.1 Proposals to be submitted at the Prescribed Location

Proposals must be submitted at:

**Town of Alberton
3 Emma Drive
PO Box 153
Alberton, PE
COB 1B0**

1.5.2 Proposals to be submitted on Time

Proposals must be submitted at the location set out above on or before the Submission Deadline as indicated in section 1.4. The Proponent is solely responsible for the delivery of its proposal to the exact location indicated in this RFP on or before the Submission Deadline. The Municipality does not accept any responsibility for proposals delivered to any other location by the Proponent or its delivery agents. Proposals submitted after the Submission Deadline will be rejected.

1.5.3 Proposals to be submitted in Prescribed Format

In a sealed package, Proponents should submit their proposal containing **4** hard copies of their proposal on 8.5 X 11 paper and one (1) electronic copy saved as a Portable Document Format (PDF) on a USB flash drive, unless otherwise indicated. The file name on the electronic copy should include an abbreviated form of the proponent's name and RFP#. If there is a conflict or inconsistency between the hard copy and the electronic copy of the proposal, the hard copy of the proposal shall prevail. In the interest of environmental sustainability, please refrain from using binders, binding, plastic covers, or similar fastening or presentation materials when submitting the proposal. Similarly, unless specifically requested in this solicitation document, proponents should not submit product catalogues, swatches, or other marketing materials with their bid. Sealed packages should be prominently marked with:

- the RFP title and number (see RFP cover)
- the full legal name and return address of the proponent

The Municipality will not accept proposals submitted by facsimile transfer.

1.5.4 Amendment of Proposals Prior to Submission Deadline

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFP title and number and the full legal name and return address of the proponent to the location set out in section 1.5.1 Any amendment must clearly indicate which part of the proposal the amendment is intended to amend or replace. Any amendments received after the Submission Deadline will not be accepted. Amendment must be signed by the person who signed the original proposal submission or by a person authorized to sign on his or her behalf.

1.5.5 Withdrawal of Proposals

Proponents may withdraw their proposals prior to the Submission Deadline. To withdraw a proposal, a notice of withdrawal must be received by the RFP Contact prior to the Submission Deadline and must be signed by an authorized representative of the proponent. The Municipality is under no obligation to return withdrawn proposals.

1.5.6 Proposals Irrevocable after Submission Deadline

Proposals shall be irrevocable for a period of thirty (30) days from the Submission Deadline.

[End of Part 1]

PART 2 – EVALUATION OF PROPOSALS

2.1 Evaluation

The Municipality will conduct the evaluation of proposals in the following manner:

2.2. Mandatory Technical Requirements

The Municipality will review the proposals to determine whether the mandatory technical requirements as set out in the **RFP Particulars (Appendix A)** have been met. Questions or queries on the part of the Municipality as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process set out in Section 3.3.4. If the proponent fails to satisfy the mandatory technical requirements, its proposal will be excluded from further consideration.

2.3. Rated Criteria

The Municipality will rate each compliant proposal on the basis of the rated criteria as set out in Section A.4 the **RFP Particulars (Appendix A)**. The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Rated Criteria Category	Weighting (Points)	Minimum Threshold
A.4.1 Availability and capability to meet work requirements assigned	15 points	Insert points or N/A
A.4.2 Understanding of Service Requirements	15 points	Insert points or N/A
A.4.3 Proposed Approach/Process, Project Plan and familiarity with the municipality's existing infrastructure, soil conditions, & engineering standard	20 points	Insert points or N/A
A.4.4 Demonstrated Expertise	20 points	Insert points or N/A
A.4.5 Project References	5 points	Insert points or N/A
A.4.6 Resource Management – Engineering Fee Structure	5 points	Insert points or N/A
Sub-total	80 points	
A.4.7 Pricing –	20 points	
Total Points	100 points	Insert points or N/A

2.4 Pricing

The pricing stage will consist of a scoring of the submitted pricing of compliant proposals in accordance with the particulars in Appendix A. The evaluation of price will be undertaken after the evaluation of mandatory submission requirements, mandatory technical requirements, and rated criteria has been completed.

2.5 Selection of Highest Scoring Proponent

After the completion of the evaluation, all scores from both stages will be added together and each proponent will be ranked based on its total score. The proponent with the highest score will be selected to enter into the Agreement in accordance with Part 3. Upon finalization of the Agreement with the Province, the proponent shall thereafter be known as the successful proponent.

2.6 Notification to Other Proponents

Once an agreement is finalized and executed by the Municipality with a proponent, the other proponents will be notified in accordance with the Terms and Conditions of the RFP Process (Part 3).

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 RFP Incorporated into Proposal

All of the provisions of this RFP are deemed to be accepted by each proponent and incorporated into each proponent's proposal. A proponent who submits conditions, options, variations or contingent statements inconsistent with the terms set out in this RFP, including the terms of the Agreement in Appendix A, either as part of its proposal or after receiving notice of selection, will be disqualified.

3.1.2 Proponents not to change terminology

Changes to the terminology of this RFP are prohibited

3.1.3 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

3.1.4 Language

All proposals are to be in English.

3.1.5 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.6 References and Past Performance

In the evaluation process, the Municipality may include information provided by the proponent's references and may also consider the proponent's past performance or conduct on previous contracts within the Province.

3.1.7 Information in RFP Only an Estimate

The Municipality makes no representation, warranty or guarantee as to the accuracy of the information contained in this RFP, received from the RFP contact or issued by way of addenda. Any quantities shown or data, or opinion contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.8 Proponents to Bear Their Own Costs

The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews, presentations or demonstrations.

3.1.9 Proposal/Documents to be retained by the Municipality

The Municipality will not return the proposal or any accompanying documentation submitted by a proponent. All documents developed following the award of the contract (the deliverables) shall be the exclusive property of the Town of Alberton and without retaliation if the Municipality moves forward on its own or with another firm.

3.1.10 No Guarantee of Volume of Work or Exclusivity of Contract

The Municipality makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The Municipality may contract with others for goods and services the

same as, or similar, to the Deliverables or may obtain such goods and services from resources within the Municipality.

3.2 Business Registration

Proponents may be required to be registered to carry on business in accordance with applicable laws. For information on the business registration requirements of the Consumer, Corporate and Financial Services Department of Justice and Public Safety, please consult:

<https://www.princeedwardisland.ca/en/topic/business-name-registration>

The status of a proponent's business registration does not preclude the submission of a proposal in response to this RFP. A proposal can be accepted for evaluation, regardless of (i) whether the company is registered, or (ii) whether its business registration is in good standing. However, if the proponent is selected as the successful proponent, that proponent must bring itself into compliance prior to the execution of the Agreement.

3.3 Communication after Issuance of RFP

3.3.1 Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP, and report any errors, omissions, or ambiguities; and direct questions or seek additional information in writing by email to the RFP Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. The Municipality is under no obligation to provide additional information, and the Municipality will not be responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Municipality will not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.3.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Municipality, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated by addendum on the **Prince Edward Island Tendering Site**. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Municipality and will be deemed to have read all posted addenda.

3.3.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Municipality determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Municipality may extend the Submission Deadline for a reasonable period of time.

3.3.4 Verify and Clarify

During the evaluation process, the Municipality may request further information from the proponent or third parties in order to verify or clarify the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in the RFP Particulars (Appendix D). The Municipality may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

3.4 Execution of Agreement, Notification and Debriefing

3.4.1 Selection of Proponent and Execution of Agreement

The Municipality will notify the selected proponent in writing. The selected proponent shall execute the Agreement as specified in Appendix A to this RFP and satisfy any other applicable conditions of this RFP within fifteen (15) days of notice of selection.

3.4.2 Failure to Enter into Agreement

In addition to all of the Municipality's other remedies, if a selected proponent fails to execute the Agreement or satisfy any other applicable conditions within fifteen (15) days of notice of selection, the Municipality may, in its sole and absolute discretion and without incurring any liability, withdraw the selection of that proponent and proceed with the selection of another proponent or cancel the RFP Process.

3.4.3 Notification of Outcome of Procurement Process

Once an agreement is executed by the Municipality with a proponent, notification of the outcome of the procurement process will be posted on the **Prince Edward Island Tendering Site**.

3.4.4 Debriefing

Proponents may request a debriefing after notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of notification of the outcome of the procurement process. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

3.5 Conflict of Interest and Prohibited Conduct

3.5.1 Conflict of Interest

The Municipality may disqualify a proponent for any conduct, situation or circumstance, determined by the Municipality, in its sole and absolute discretion, to constitute a Conflict of Interest. For the purposes of this Section, "Conflict of Interest" has the meaning ascribed to it in the **Submission Form (Appendix B)**.

3.5.2 Disqualification for Prohibited Conduct

The Municipality may disqualify a proponent, or terminate an agreement entered into if the Municipality, in its sole and absolute discretion, determines that the proponent has engaged in any conduct prohibited by this RFP.

3.5.3 Prohibited Proponent Communications

A proponent shall not engage in any communications that could constitute a Conflict of Interest and must take note of the Conflict-of-Interest declaration set out in the Submission Form (Appendix B).

3.5.4 Proponent not to Communicate with Media

A Proponent may not at any time directly, or indirectly, communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without consent of the Municipality, and then only in coordination with the Municipality.

3.5.5 No Lobbying

A proponent shall not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent.

3.5.6 Illegal or Unethical Conduct

Proponents shall not engage in any illegal business practices, including without limitation activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents shall not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Municipality; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.5.7 Rejection of Proposals

The Municipality may reject a proposal based on past performance or based on inappropriate conduct, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the proponent to honour its submitted pricing or other commitments;
- (c) any conduct, situation or circumstance determined by the Municipality, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest;
- (d) the Municipality's past experience with the proponent within the 18-month period prior to the Submission Deadline for similar or related services; or
- (e) any information provided to the Province by any references of the proponent, pursuant to either section 3.1.6 or section 3.7.1(e) of this RFP.

3.6 Confidential Information

3.6.1 Confidential Information of the Municipality

All information provided by or obtained from the Municipality in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the Municipality and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of the agreement for the Deliverables; must not be disclosed without prior written authorization from the Municipality; and
- (c) must be returned by the proponent to the Municipality immediately upon request of the Municipality

3.6.2 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Municipality. The confidentiality of such information will be maintained by the Municipality, except as otherwise required by law or by order of a court or tribunal.

Proponents are also advised that all documents forming part of the RFP process, including all submitted proposals, are subject to the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 (“FOIPP”). A copy of FOIPP is available online at:

https://www.princeedwardisland.ca/sites/default/files/legislation/f-15-01_0.pdf

3.6.3 Personal Information

The *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 (“FOIPP”) governs the collection, use and disclosure of personal information by the Province and its service providers. The successful proponent shall be required to comply with all requirements of FOIPP during the term of the Agreement.

A copy of FOIPP is available online at:

https://www.princeedwardisland.ca/sites/default/files/legislation/f-15-01_0.pdf

3.7 Reserved Rights, Limitation of Liability and Governing Law

3.7.1 Reserved Rights of the Municipality-Province

The Municipality reserves the right to:

- (a) make public the names of any or all proponents;
- (b) request written clarification in relation to a proponent’s proposal;
- (c) waive minor formalities that do not constitute Mandatory Submission requirements or Mandatory Technical requirements;
- (d) verify with any proponent or with a third party any information set out in a proposal;
- (e) check references other than those provided by any proponent;
- (f) disqualify any proponent whose proposal contains misrepresentations or any other inaccurate or misleading information;
- (g) disqualify any proponent or the proposal of any proponent who has engaged in conduct prohibited by this RFP;

- (h) amend this RFP process without liability at any time prior to the execution of a written agreement between the Province and a proponent. These changes are issued by way of addendum in the manner set out in this RFP;
- (i) cancel this RFP process without liability at any time prior to the execution of a written agreement between the Province and a proponent. A cancellation is communicated by way of addendum in the manner set out in this RFP. The Province may in its sole discretion issue a new RFP for the same or similar Deliverables; or
- (j) reject any or all proposals.
These reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances, or that the Province has at law.

3.7.2 Limitation of Liability

By submitting a proposal, each proponent agrees that:

- (a) neither the Municipality nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this proposal process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and
- (b) the proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of the Municipality's decision to not accept the proposal submitted by the proponent, to enter into an agreement with any other proponent or to cancel this proposal process, and the proponent shall be deemed to have agreed to waive such right or claim.

3.7.3 Governing Law and Interpretation

These terms and conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Prince Edward Island and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – RFP PARTICULARS

A.1 The Deliverables

Project objectives

The Town of Alberton is issuing this Request for Proposals (RFP) with the goal of hiring an engineering consulting firm to complete the design of a concrete sidewalk. The work, described below is to include all work necessary, including surveying, inspection, design, environmental assessments if needed, etc., and follow guidelines and industry best practices to complete the necessary work. The intent of the RFP is to award the work to a qualified proponent with relevant experience and proven successes with projects of a similar nature.

- The Proponent will be responsible to design, provide an engineering estimate for preliminary stages, complete construction drawing and develop the tender documents for the construction of 395 meters of a concrete sidewalk, reinstatement of driveways, any necessary ditch infilling, culverting and landscaping from intersection of Dufferin St/Poplar Street along Poplar to the Princess Street intersection.
- The proponent shall indicate specific construction details regarding any soil issues present in the Alberton area as well as areas where large equipment is used on a regular basis.
- The Proponent shall be responsible for determining all legal boundary information, and conducting any surveys required to complete the designs noted below. Please note that the construction is planned for 2022 but not guaranteed to go ahead. Fees to supervise and manage the project, if moving to construction phase, must be included in the proposal, however, will not be considered in the evaluation of this RFP for design phase. Awarding of this contract does not automatically assure management and supervision of construction phase when moving forward.

A.2 Material Disclosures

A.2.1

- Town of Alberton Official Plan
- Map of Municipality
- Location map of the construction site

A.3 Mandatory Technical Requirements

Manner in which documents should be prepared:

The final document should be prepared in regular 8.5 X 11 paper form in Word format and provide 4 copies. An electronic copy on a USB should also be provided in both the word format and PDF.

A.4. Rated Criteria

The following is an overview of the categories and additional details for the rated criteria of the RFP described in Section 2.3.

- **Availability and capability to meet work requirements and Understanding of Service Requirement**

Provide a 1–2-page summary of your understanding of the RFP requirements defined in this RFP. This content should be expressed in your own words and not simply recite the requirements as defined in this RFP.

- **Proposed Approach/Process and Project Plan**

Describe the approach and/or process proposed to address the RFP requirements. Include any notable methodologies, tools, techniques, and standards and their respective suitability to this project.

- **Demonstrated Expertise**

Outline experience with comparable projects. Describe any similarities to or differences from this project.

- **Proposed Resources, Resumes and References**

The Proponent should be able to demonstrate that its proposed team as a whole meets or exceeds the RFP requirements. Identify all personnel who will be assigned to the project and contribute to (i) the routine management and/or (ii) the performance of the required services. Provide each person's name, title, role on this project, experience in this role and his/her respective employment status.

The Municipality encourages innovation and competition in the Proponent community through arrangements such as partnerships and consortiums. If sub-contractors or partners of a Proponent are permitted for this project, they must be identified in your table. If so, describe the general range of services that the respective contractors (companies or individuals) provided and how this benefits your company. If no contractors or partners are identified, this will be interpreted to mean that only a Proponent's own resources' will be used.

- **Resource Management**

By virtue of responding to this RFP, the Proponent is committing to make the proposed resources available to this project when needed and, once the project begins, it agrees to take any steps necessary to ensure the ongoing availability of its proposed resources during this project.

The Municipality acknowledges that instances can arise where a proposed resource is no longer employed by or associated with the Proponent or is otherwise unavailable to the Proponent at the time of the service requirement. In these cases, the Proponent agrees to provide replacement resources with equivalent (or greater) experience and capability, and the selection of the replacement resources will be subject to the approval of the Municipality.

In the proposal, describe the process that would be used for including the Municipality in the selection of replacement resources and for securing Municipal approval. Describe how changes in the project manager in particular would be handled, if this becomes necessary.

If new service requirements emerge during the project, the Municipality will make every effort to provide the successful Proponent with as much advance notice as possible. Describe the process and typical timelines involved in making additional resources available to this project.

Describe the process that would be used to resolve a situation where the Municipality concludes that an assigned resource from the Proponent is not performing their responsibilities adequately.

- **Management of Project Risk**

Identify the potential risks that would be expected to emerge during this project.

Describe the respective impact(s) of these risks on the project itself and/or on any relevant business area(s) within the Municipality and assign a severity on a defined scale.

Outline risk mitigation strategies.

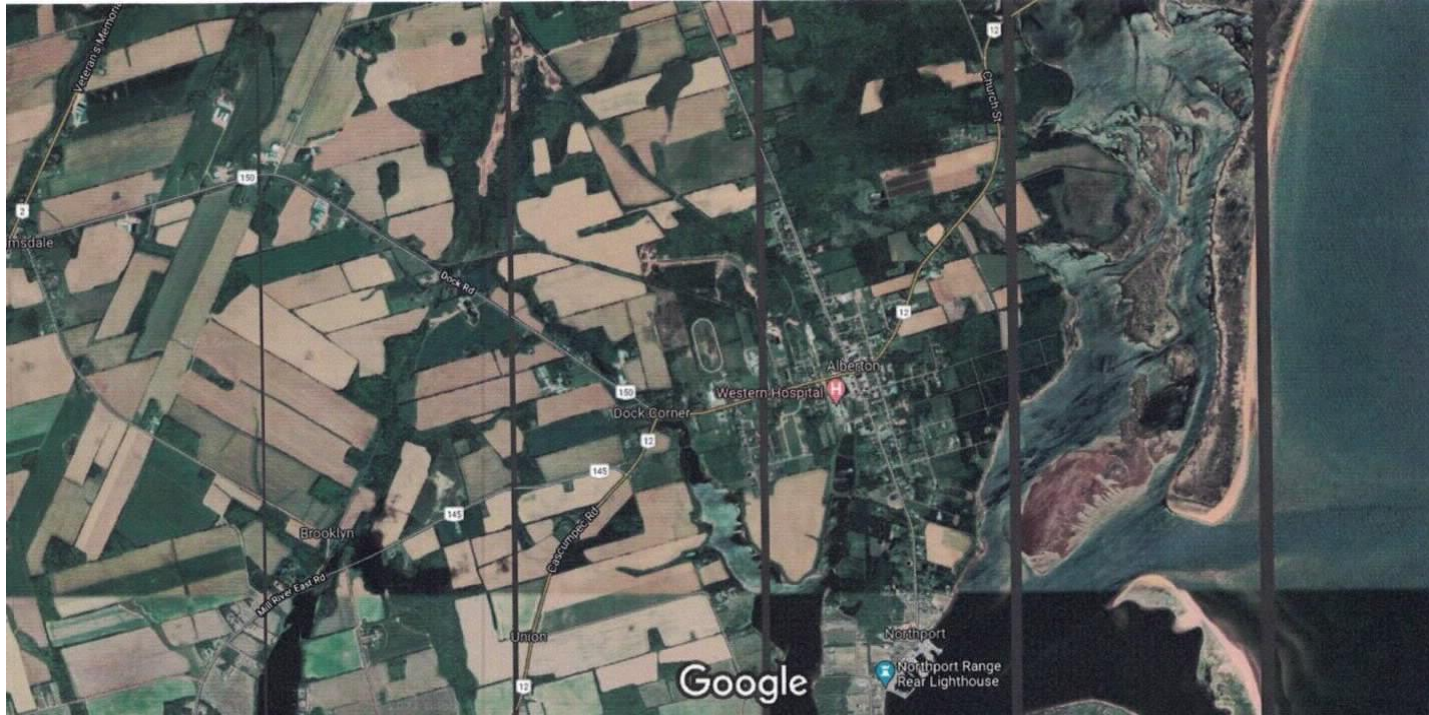
- **Added Value**

‘Added value’ is the realization of additional benefits beyond the inherent worth of a good or service. Some examples for services include approach, expertise, references, resources, management, tools and/or methodologies, etc., or a combination of these.

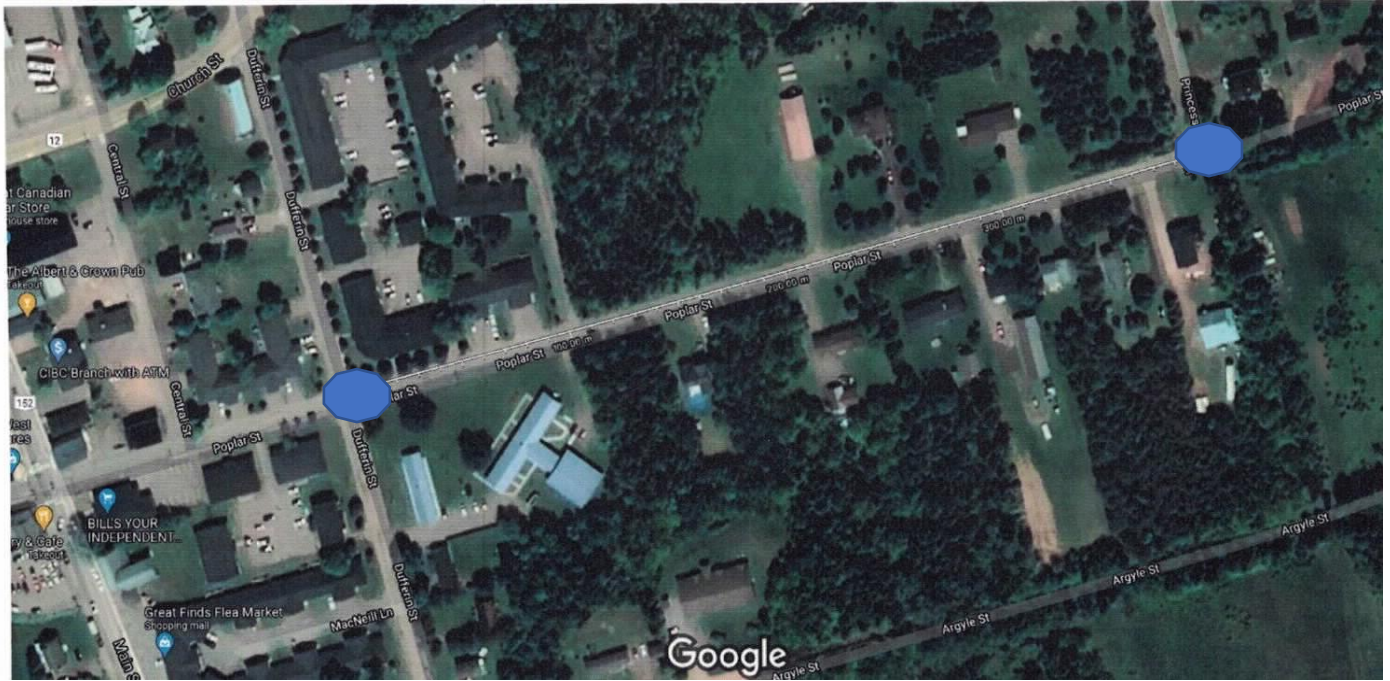
Describe the aspect(s) of your proposal believed to result in notable added value for this project.

APPENDIX B

Map of Alberton



Map of construction area



<http://www.townofalberton.ca/townhall/publications/albertonoffplan.pdf>