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**TOWN OF SMOKY LAKE  
REGIONAL ECONOMIC DEVELOPMENT  
HIGHWAY CORRIDOR CONCEPT PLAN**

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Request for Proposal

MARCH 20, 2025  
TOWN OF SMOKY LAKE  
56 Wheatland Avenue  
Smoky Lake, AB T0A 3C0



## Request for Proposal Highway Corridor Concept Plan

### PREFACE

The Town of Smoky Lake (Town) invites proposals from qualified professionals or firms to undertake the Project Management, Data Collection, Stakeholder Engagement Sessions, Engineering Studies, Concept Implementation Plan, and Regional Economic Development Strategy for the ***Regional Economic Development – Highway Corridor Concept Plan*** project.

All contract documents are available through the Alberta Purchasing Connection website. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their proposal. Questions regarding specifications can be directed in writing to the **Town of Smoky Lake Chief Administrative Officer**, email: [cao@smokylake.ca](mailto:cao@smokylake.ca). All questions must be submitted no less than three (3) working days prior to the RFP closing date.

Proposals will be accepted up to **2:00:00 p.m. (local time), Thursday, April 17, 2025**. Proposals must be submitted by email to [cao@smokylake.ca](mailto:cao@smokylake.ca). The email title shall include the project name **RFP: Highway Corridor Concept Plan**. An email will be provided confirming that the proposal has been received by the Town.

It is the sole responsibility of the Proponent to ensure that its Proposal is received at the above location and by the time stipulated. Proposals received after the stipulated time will be rejected and returned to the Proponent unopened. Faxed Proposals are not acceptable and will be rejected.

Proponents must refer to the Request for Proposal Documents for the terms governing the Proposal process. The Town reserves the right to accept or reject any or all Proposals and to waive any informality, incompleteness or error in any Proposal. All costs incurred by proponents in the preparation and presentation of their Proposal will be at their own expense.

Opening will occur shortly after the Request for Proposal closing at the **Town of Smoky Lake office**. Proposals will not be opened publicly.

Request for Proposal packages can be obtained from the Alberta Purchasing Connection website (<http://www.purchasingconnection.ca/>) on **Thursday, March 20, 2025**.



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# Request for Proposal Highway Corridor Concept Plan

## 1. GENERAL

### 1.1 Introduction

The Town of Smoky Lake (Town) invites proposals from qualified professionals or firms to undertake the Project Management, Data Collection, Stakeholder Engagement Sessions, Engineering Studies, Concept Implementation Plan, and Regional Economic Development Strategy for the Regional Economic Development – Highway Corridor Concept Plan project.

### 1.2 Objective/Purpose

The Highway Concept Corridor Plan is to be completed in an effective and cost-efficient manner while providing framework for future economic development within the region. The Proponent shall review all provided information and collect all other required information, complete stakeholder engagement to determine the needs of the region, complete all required engineering studies, prepare a concept implementation plan identifying upgrades that will bolster economic growth, and update the Regional Economic Development Plan to include framework for the proposed concept implementation plan.

### 1.3 General Terms and Conditions

Accompanying this RFP is **Appendix 'A'**, which contains the scope of work. Each Proponent is expected to review all conditions in **Appendix 'A'** and acknowledge their acceptance of **Appendix 'A'** in the Proposal Cover Letter, or list their objections and requested revisions in the contract requirements for the Town's consideration.

### 1.4 Timing

The expected date for commencement of the project is no later than **April 25, 2025**. The project must be complete by **December 31, 2027**.

### 1.5 Project Budget

This project is being funded by the Alberta Community Partnership program. An allowance of \$40,000, net of GST, is to be carried for Engineering Studies scope. This allowance is for an engineering consultant that has been selected by the Town.

## 2. BACKGROUND

### 2.1 History

The Town of Smoky Lake is a small community located approximately one hour northeast of Edmonton. The Town has partnered with Smoky Lake County, Village of Vilna, and the Village of Waskatenau (collectively the "Partnership") to explore regional economic development opportunities along the highway corridors in support of business attraction and retention through a regional economic development – highway corridor concept plan. The project would involve a focused regional economic development public survey and engagement, land use and servicing requirements, and implementation strategy.

The project will involve the following activities:

1. Regional economic development – highway corridor concept plan public survey and stakeholder engagement.

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2. Land use and servicing requirements for potential site locations to determine suitability and service capacity to accommodate municipal and commercial development.
3. Regional economic development – highway corridor concept implementation plan (including business attraction and retention, growth strategy, and a labour force needs and gap assessment), cost-benefit analysis, and recommendations.
4. Updates to regional economic development strategy including enhanced highway corridor statistical information and data.

The regional economic development – highway corridor concept plan will inform expansion and planning requirements, priority of the required work, and estimated future costs for implementation. The expected project outputs are:

1. Develop and conduct public survey and stakeholder engagement to inform highway corridor concept plan.
2. Highway corridor concept plan informational and educational sessions.
3. Analysis of highway corridor land use and servicing requirements for potential site locations.
4. Highway corridor concept implementation plan, cost-benefit analysis, and recommendations.
5. Updates to regional economic development strategy.

The Partnership applied and was successful in securing an Alberta Community Partnership grant that will fund the project.

### **2.2 Other Information Documents**

The Partnership has the following Other Information Documents that are publicly available:

- 2007-2027 Strategic Plan

## **3. REQUIRED FORMAT FOR PROPOSAL SUBMITTAL**

### **3.1 Cover Letter**

The cover letter must be signed by a person with official authority to bind the company. The letter must include the name, address, telephone number, title and signature of the Proponents contact person for this proposal, and state the submittal is valid for 90 days.

### **3.2 Executive Summary**

Provide an executive summary emphasizing the strengths, qualifications and experience of the project team, and information regarding the methods, procedures, quality control, safety, and reporting structure proposed to explain how the Proponent will deliver the services for the proposed project.

### **3.3 Table of Contents**

Include a list of all sections and appendices in the proposal response and indicate corresponding page numbers.

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### 3.4 Corporate Profile

Provide a brief profile of the Proponent tailored to the requirements of this Request for Proposal. The Proponent shall indicate the local office in which the primary project contact is located.

### 3.5 Approach and Scope of Work

Provide your approach and a detailed scope of work demonstrating that your firm can complete the Project Management, Data Collection, Stakeholder Engagement Sessions, Engineering Studies, Concept Implementation Plan, and Regional Economic Development Strategy for the Highway Corridor Concept Plan project, including all items as specified in **Appendix 'A'**.

### 3.6 Project Team/Key Personnel and Resumes

Provide an organization chart showing the names and responsibilities of key personnel. Fill out **Appendix 'C'**, as required. You will be responsible to hire the required consultants and provide their credentials, as needed.

The Partnership has selected an engineering consultant for the Engineering Studies scope of the work. The Proponent must coordinate with the engineer and provide all required information to them to complete the engineering work.

### 3.7 Firm Qualifications/References

Provide the Proponents service capabilities, qualifications and experience and three (3) public agency references for similar assignments.

### 3.8 Work Schedule

Provide a project work schedule demonstrating completion of key milestones and overall project completion.

### 3.9 Fee Schedule

Provide a proposed fee schedule including a detailed breakdown of each element or phase of the project and an estimated number of hours required for completion of the project and an hourly rate for each type of service provided.

A total estimated project fee is to be included. Proponent must state pricing to include all expenses and disbursements. All pricing shall be net of GST, and in Canadian Dollars.

Proponent must also include a rate sheet for any extra work over and above that is negotiated in the contract.

All of this information must be provided for the lead consultant and any sub-consultants. The fees should also detail all individual team members, their hourly billable rate, and the hours allocated for the project.

The fees for Project Management, Data Collection, Stakeholder Engagement Sessions,

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Engineering Studies, Concept Implementation Plan, and Regional Economic Development Strategy, and all related disbursements, shall be paid on an upset limit basis.

The Proponent will carry a \$40,000.00 allowance, net of GST, for the Engineering Studies scope of work.

Any fees not identified in the Proposal will be the responsibility of the Proponent.

### 3.10 Additional Features/Value Added

In addition to the categories identified in this section, the Proponent is encouraged to identify any additional features or value-added components of its Proposal that could be of benefit to the Town. Only those aspects deemed to be of benefit to the Town may be considered in the evaluation.

### 3.11 Insurance/Business License

The selected Proponent agrees to provide proof of insurance coverage in the form of a valid certificate of insurance prior to the execution of the Contract. Further proof of insurance may be requested at any time through the course of the project. The Proponent must maintain, at a minimum, insurance coverage as follows:

- standard automobile, bodily injury and property damage insurance providing coverage of at least **TWO MILLION (\$2,000,000.00) DOLLARS** inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property;
- a comprehensive general liability insurance policy providing coverage of at least **FIVE MILLION (\$5,000,000.00) DOLLARS** inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:
  - non-owned automobiles;
  - independent subcontractors;
  - contractual liability including this Agreement.
- Proponent's Compensation coverage for all employees, if any, engaged by the Work in accordance with the laws of the Province of Alberta;
- Employer's liability insurance respecting employees, if any, of the Proponent with limits of liability of not less than **FIVE MILLION (\$5,000,000.00) DOLLARS** per employee for each accident, accidental injury or death of an employee or any subcontractor engaged by the Proponent;
- Error and omission coverage for professional services with limits of liability of not less than **FIVE MILLION (\$5,000,000) DOLLARS** per occurrence; and
- such other insurance as the Town may from time to time reasonably require.

The selected Proponent agrees to apply and pay associated dues for a Business Licence with the Town for the duration of the project.

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### 4. RFP CONDITIONS

#### 4.1 Consultant Selection Methodology

The Partnership will select the most qualified consultant.

The submittals will be evaluated based upon several factors. Evaluation criteria used to evaluate proposals can be found in **Appendix 'B' – Sample Evaluation Form**.

#### 4.2 Acceptance of Proposals

The highest rated, lowest priced, or any proposal will not necessarily be accepted. The Partnership reserves the right to reject any or all proposals, to waive informality or irregularity in any Proposal received, and to be the sole judge of merits of the Proposals received.

#### 4.3 Proposal Revisions

Proposal revisions must be received prior to the RFP submission/closing date and time.

#### 4.4 Pre-Contractual Expenses

The Partnership will not be liable for any pre-contractual expenses incurred by any Proponent or by a selected consultant. Each Proponent must protect, defend, indemnify, and hold harmless the Partnership from all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this Request for Proposal. Pre-contractual expenses are defined as expenses incurred by proponents and the selected consultant, if any, in:

- Preparing and submitting information in response to the Request for Proposal.
- Negotiations with the Town on any matter related to this procurement.
- Costs associated with interviews, meetings, travel or presentations.
- All other expenses incurred by a proponent/consultant prior to the date of award and a formal notice to proceed.

The Partnership reserves the right to amend, withdraw and cancel this request. The Partnership reserves the right to reject all responses to this request at any time prior to contract execution. The Partnership reserves the right to request or obtain additional information about any and all proposals.

#### 4.5 Disclosure

All Proponents are aware that their Proposals are deemed public records and may be subject to disclosure upon request.

#### 4.6 Additional Information

Any additional information made available to Proponents prior to the RFP submission/closing date and time by the Owner or representative of the Owner, such as mapping or GIS data sets, which is not expressly included in **Appendices 'A' through 'D'**, is not included in the Request for Proposals. Such additional information is made available only for the assistance of Proponents who must make their own judgment about its reliability, accuracy, completeness and relevance to the RFP, and neither the Owner nor any representative of the Owner gives any guarantee or





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representation that the additional information is reliable, accurate, complete or relevant.

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### **APPENDIX 'A' – SCOPE OF WORK**

The successful Proponent shall complete the Project Management, Data Collection, Stakeholder Engagement Sessions, Engineering Studies, Concept Implementation Plan, and Regional Economic Development Strategy for the Regional Economic Development – Highway Corridor Concept Plan project.

The services include, but are not limited to, as follows:

- Project Management
  - Coordinate overall management for this project, including facilitating progress meetings and design reviews. Provide minutes for all meetings to the Partnership, as well as monthly project reports to record progress and status of work activities, budget and schedule updates, any issues, concerns or risks associated with this project.
- Data Collection
  - Collect, assemble, and review all current documents and standards relevant to the project including but not limited to existing economic development frameworks, as-builts, utility base plans, site plans, design drawings, GIS, LiDAR data, etc.
  - Conduct preliminary assessment.
  - Determine pertinent statistics, key performance measures, and business requirements.
  - Develop highway corridor concept plan survey.
  - Identify business, commercial, and industrial gaps in the region.
  - Provide alternatives for new and enhanced development.
  - Complete resiliency and sustainability assessment.
- Stakeholder Engagement Sessions
  - Conduct public and stakeholder surveys.
  - Participate in any necessary stakeholder engagement as required by the Partnership.
  - Provide stakeholder updates on a quarterly basis after initial public consultation.
  - Coordinate educational sessions.
- Engineering Studies (completed by Town selected engineer)
  - Conduct environmental site assessments, as required.
  - Conduct geotechnical investigations, as required.
  - Complete GPS survey.
  - Complete traffic impact assessments, as required.
  - Review municipal servicing capacities.
- Concept Implementation Plan
  - Develop highway corridor concept plan, including the following:
    - Business attraction and retention



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- Growth strategy
  - Implementation phasing
  - Labour force needs and gap assessment
  - Political, economic, environmental, and social benefit analysis
- Prepare cost-benefit analysis.
- Provide concept plan recommendations.
  
- Regional Economic Development Strategy
  - Provide Regional Economic Development Strategy, including:
    - Framework to proactively engage business and industry that address community needs
    - Framework for strategic long-term economic development planning
  
- Project Timeline
  - Proposed timeline for this project is as follows:

Task	Date
Proposal Opens and Closes	March 20 to April 17, 2025
Proposal Evaluation	April 17 to 24, 2025
Award Engineering Contract	April 25, 2025
Project Kick-off Meeting	May 1, 2025
Stakeholder Engagement	Ongoing Task
Data Collection	May to October 2025
Stakeholder Engagement Sessions	November 2025 to June 2026
Engineering Studies	July to November 2026
Concept Implementation Plan	December 2026 to September 2027
Regional Economic Development Strategy	October to December 2027



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### APPENDIX 'B' – SAMPLE EVALUATION FORM

The Partnership will evaluate the proposals on the basis of project understanding, project team and qualifications, previous relevant projects, approach and methodology and budget.

The following is an overview of the categories and weighting for the rated criteria relevant to the evaluation of proposals under this RFP. A breakdown of the points available is listed below the Evaluation Criteria Table.

Considerations	Rating	Rating Multiplier	Available Score
Project Understanding and Methodology		5	25
Project Management and Schedule		2	10
Project Team Relevant Experience		4	20
Similar Projects Completed		3	15
Additional Features / Value Added		1	5
Submission Quality and Clarity		1	5
<b>TOTAL Technical Scoring (Out of 80)</b>			<b>80</b>
<b>Price:</b> lowest price will receive full points available. All others will be calculated as follows; lowest/actual x available points.		-	<b>20</b>
<b>TOTAL Overall Scoring (Out of 100)</b>			<b>100</b>

#### **Project Understanding, Methodology, Approach and Risk Identification 25 points**

Project understanding: The Proponent must demonstrate an understanding of the requirements of the project and outline the approach taken to completing all aspects of the services.

Approach and Methodology: consideration is to be given to whether the proponent: has effectively identified all phases of the project, has identified critical tasks; has a keen demonstrated comprehension of the challenges and risks associated with the project.

#### **Project Management & Schedule 10 points**

Project Management processes and procedures demonstrate ability to deliver project within defined timelines. Schedule and Timelines showing detailed proposed hours and number of days, project milestones and deliverables.

#### **Project Team 20 points**

Proponents must identify staff members and key sub-consultants to be assigned to this project including their role, hours of engagement and summary of the team member's knowledge and experience with similar projects. No change in key staff will occur without written permission by the Town. Provide the following for each team member:

- Technical background, respective position descriptions, expertise, and their role.
- Extent of staff and sub-consultants involvement in the project, individual staff project



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experience specifically related to this scope of work.

### **Similar Projects Completed**

**15 points**

Proponents provided detailed examples of similar/relevant projects in the past five years, preferably with municipal corporations of similar size, including: type of entity (public, private etc.), involvement of the firm and key staff, what was asked, what methodology was followed, what made each project successful.

### **Additional features/value added**

**5 points**

Value added features related to this project which are included in the price submitted at no extra cost.

### **Submission quality and clarity**

**5 points**

The quality of the proposal and compliance with proposal requirements and specifications: Demonstrate an understanding of its completeness and details. Proposals should be concise and tailored to the requirements of this Request for Proposal.

### **Ratings:**

Proposals will be evaluated and ranked according to the outline below.

Rating	Description
5	Exceeds expectations; Proponent clearly understands the requirement; comprehensive response with precision and relevance and includes improvement through innovation and added value; excellent probability of success.
4	Meets expectations; Proponent has a good understanding of the requirement; comprehensive response in terms of detail and relevance to the requirements; good probability of success.
3	Partially meets expectations; Proponent has good understanding of requirement, however, fails in some areas, acceptable level of detail and accuracy; fair probability of success.
2	Limited information provided/inadequate response/only partially demonstrates understanding of the requirements; low probability of success.
1	Inadequate detail provided/questions not answered or addressed/meets mandatory requirements only; no probability of success.
0	Lack of response or complete misunderstanding of the requirements; no probability of success.

Proposals submitted should be in enough detail to allow the Partnership to determine the Proponents' qualifications and capabilities from the documents received. Every effort should be made to include complete details of the proposed Work.



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**APPENDIX 'C' – CERTIFICATIONS**

**Compliance with Terms and Conditions**

The Bidder, by signing below, hereby certifies that it has read the RFP in its entirety, including the Statement of Requirement, and signifies compliance with and acceptance of all the articles, clauses, terms and conditions contained or referenced in this RFP document.

**FOR THE CONSULTANT**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

**Certification of Education and Experience**

The Bidder, by signing below, hereby certifies that all statements made with respect to education and experience are true and that any person proposed by the Bidder to perform the work or part of the work is either an employee of the Bidder or under a written agreement to provide services to the Bidder.

**FOR THE CONSULTANT**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

The Town of Smoky Lake reserves the right to verify the above certification and to declare the Proposal non-compliant for any of the following reasons:

- i) Unverifiable or untrue statement;
- ii) Unavailability of any person proposed on whose statement of education and experience the Town relied to evaluate the Proposal and award the Contract.

**Status of Personnel**

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfillment of this requirement, and to submit such person's résumé to the Town Representative.

During the Proposal evaluation, the Bidder **MUST**, upon the request of the Town Representative, provide a copy of such written permission, in relation to any or all employees proposed. The



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Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's Proposal from further consideration.

### FOR THE CONSULTANT

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**Date**

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**Signature**

### Submission Declaration

By submitting this Proposal, I/We agree to comply with the requirements stated in this RFP and the subsequent Contract if I/We are awarded the Work.

Each Bidder shall acknowledge receipt of each addendum by signing the addendum(s) and including a copy with their proposal. Failure to do so may result in the proposal being considered non-responsive.

### DECLARATION

The Bidder further declares that he has complied in every respect with all the instructions to Bidders, that he has read all Addenda, if any, issued prior to the opening of proposals, and that the Bidder has satisfied itself fully relative to all matters and conditions with respect to all the terms and conditions of the Agreement and all relevant information to which this Proposal pertains.

### ANTI-COLLUSION STATEMENT

The undersigned, as Bidder, declares under oath that no other person has any interest in this Proposal or in any resulting agreement to which this Proposal pertains, that this Proposal is not made with connection or arrangement with any other persons and without collusion or fraud.

### FOR THE CONSULTANT

---

**Date**

---

**Signature**



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### Availability of Personnel

The Bidder, by signing below, hereby certifies that, should it be authorized to provide service under any Contract resulting from this RFP, the persons and facility proposed in its Proposal will be available to commence the provision of services within a reasonable time following Contract Award, and will remain available to perform the work in relation to the fulfillment of the Contract requirements.

### FOR THE CONSULTANT

\_\_\_\_\_

Date

\_\_\_\_\_

Signature





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**APPENDIX 'D' – CONTRACT AGREEMENT**

## CONTRACT

THIS CONTRACT AGREEMENT (the “Agreement”) dated this \_\_\_\_\_ day of **April, 2025**.

BETWEEN

**The Town of Smoky Lake** (the “Client”)

AND

**CONTRACTOR** (the “Contractor”)

### BACKGROUND:

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide service to the Client.
- B. The Contractor is agreeable to providing such service to the Client on the terms and conditions set out in this Agreement.

In consideration of the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the “Party” and collectively the “Parties” to this Agreement) agree as follows:

### Service Provided

1. The Client hereby agrees to engage the Contractor to provide the Client with services (the “Services”) consisting of a:
  - **Town of Smoky Lake – Regional Economic Development – Highway Corridor Concept Plan**
2. The Contractor hereby agrees to provide such service to the Client as included in the submitted Request for Proposal and including the items listed in Appendix ‘A’ on the last page of this agreement.
3. The Services will also include any other tasks which the Parties may agree on.

### Terms of Agreement

4. The terms of this Agreement (the “Term”) will begin on the date of this Agreement is signed and will remain in full force and effect until **December 2026**, subject to earlier termination as provided in this Agreement. The Term of this Agreement may be extended by mutual written agreement of the Parties.
5. In the event that either Party breaches a material provision under this Agreement, the non-defaulting Party may terminate this Agreement and require the defaulting Party to indemnify the non-defaulting Party against all reasonable damages.

### Performance

6. The Parties agree to do everything necessary to ensure that the terms of the Agreement take effect.

### Currency

7. Except as otherwise provided in this agreement, all monetary amounts referred to in this Agreement are in Canadian dollars.

### Compensation

8. For the services rendered by the Contractor as required by this Agreement, the Client will provide compensation to the Contractor for the upset fee of **\$XX.XX**, net of GST.
9. The Compensation will be payable upon completion of the Service.
10. The Compensation as stated in this Agreement does not include sales tax, or other applicable duties as may be required by law. Any sales tax and duties required by law will be charged to the client in addition to the Compensation.

### Reimbursement of Expenses

11. The Contractor will not be reimbursed for pre-contractual expenses incurred by the Contractor.

### Confidentiality

12. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the client which would reasonably be considered to be proprietary to the Client including but not limited to, accounting records, business process, and client records and that is not generally known in the industry of the client and where the release of that Confidential information could reasonably be expected to cause harm to the Client.
13. The Contractor agrees that it will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client. This obligation will end on the expiration or termination of this Agreement.
14. All written and oral information and materials disclosed or provided by the Client to the Contractor under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Contractor.

### Ownership of Materials and Intellectual Property

15. All intellectual property and related materials (the “intellectual Property”) including any related work in progress that is developed or produced under this Agreement, will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner. Reports will be the property of the Client and will be made available for public distribution.
16. The Contractor may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Contractor will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

### Capacity/Independent Contractor

17. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The contractor and the client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for services.

### Notice

18. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties of this Agreement as follows:
  - a. The Town of Smoky Lake  
56 Wheatland Avenue  
Smoky Lake, AB T0A 3C0
  - b. ABC Ltd.  
XXX Street  
ABC, AB XXX XXX

### Insurance

19. The Contractor will be required to maintain general liability insurance including coverage for bodily injury and property damage at a level that would be considered reasonable in the industry of the Contractor based on the Risk associated with the characteristics of this Agreement and only to the extent permitted by law. All insurance policies will remain materially unchanged for the duration of this Agreement.

Timeline

20. Time is of the essence in this Agreement. No extensions or variation of this Agreement will operate as a waiver of this provision. Timeline is as follows:

- Project start date no later than **April 25, 2025**.
- Project Completion date no later than **December 31, 2026**.

**Signatures**

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

Chief Administrative Officer

\_\_\_\_\_

(Printed Name of Client or agent)

\_\_\_\_\_

(Printed Name of Contractor or agent)

\_\_\_\_\_

(Signature of Client or agent) (Date)

\_\_\_\_\_

(Signature of Contractor or agent) (Date)

**APPENDIX 'A' - SCOPE OF WORK**

The Consultant will provide the following consulting services and deliverables, in the following order of precedence, as attached:

- a. Letter of Acceptance
- b. Request for Proposal, dated March 20, 2025
- c. Contractors Proposal, dated April 17, 2025