

REQUEST FOR PROPOSAL
RFP # TPR2025007

LISTING OF DOCUMENTS WITHIN THIS PACKAGE

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Terms of Reference	Pages 8-13
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1. KEY DATES

RFP Posting	May 5, 2025
Deadline for Inquires	May 22, 2025
RFP Closing	May 29, 2025 (2:00:00 P.M. Local time)
Award Date	June 16, 2025
Project Start Up	July 2, 2025
Project Completion	November 30, 2025

2. REQUEST FOR PROPOSAL

2.1. Intent of Request for Proposal

The intent of this Request for Proposal (the “RFP”) is to accept Proposals from qualified firms (the “Proponent”) to provide a **Municipal Police Model Study**, all as more specifically described in the attached Terms of Reference.

2.2. Submission of Proposals

The Town of Peace River (the “Town”) will receive **E-MAILED** Proposals, identifying **RFP #TRP2025007** in the subject line and addressed and delivered to:

tenders@peaceriver.ca

prior to 2:00:00 P.M. local time on Thursday, May 29, 2025 (the “Closing Time”). Proponents are cautioned that the Closing Time is based on when the Proposal is RECEIVED by the Town, and NOT when a Proposal is submitted by the Proponent. It is the sole responsibility of the Proponent to be mindful of the length of time for the Proposal to be transmitted due to file transfer size, transmission speed, etc., and the Town shall not be responsible for any delivery issues whether or not caused by the Town server. As such, Proponents are encouraged to seek confirmation from the Town that their Proposal has been received.

Proposals will not be considered if the Proposal is not received by the Town before the Closing Time.

The Town will not be responsible for any cost incurred in the preparation or presentation of Proposals.

2.3. Proposal Submission Content and Format

Proposals should contain the following information:

- a) **Cover Letter** – a summary that includes the Proponent’s name and address, the name, telephone number and email address of the contact person, and the date of the Proposal. Should also include a description briefly stating the Proponent’s understanding of the purpose and objective of the project, the benefits they will bring to the project, and any potential issues or constraints and how they would be dealt with.
- b) **Corporate Experience** –The Proposal will include a list and brief description of at least 2 similar projects completed in the past five (5) years. The Proposal will include a brief description of the work under-taken and the name, title, telephone number, and email address of a key contact that can be used as a reference check.
- c) **Quality Control** – The Proposal will describe the Proponent’s quality control plan (i.e. Professional Practice Management Plan) and explain how the plan will ensure quality results.
- d) **Project Team**
 - The Proposal will include a list of personnel to be assigned to the project, their relevant recent experience, qualifications, and level of involvement on the project. The Project Manager or team leader should be clearly identified.
 - The Proposal will include a complete list of any/all sub-consultants including their role, experience, and personnel to be utilized. The successful Proponent(s) shall accept full responsibility for the quality, accuracy and correctness of all work performed by all sub-consultants.
- e) **Methodology and Schedule**– The Proposal will describe the overall approach to achieve the objectives including the extent to which the solution meets the needs of the project requirements, the project management approach for completion of the work, and potential strategies to overcome identified challenges. The Proponent should confirm the expected timelines and proposed completion dates for the work.

f) **Proposal Compensation**

The Proposal will detail:

- A maximum upset fee quoted in Canadian Dollars excluding GST.
- A rate schedule with hourly rates for reimbursable work by discipline/category.
- Disbursements and mark-ups for all sub-consultants.
- The billing method.

g) Other relevant information the Proponent deems necessary to support their Proposal.

2.4. Inquiries

All inquiries regarding this RFP are to be directed in writing to the RFP Contact:

Barb Miller, CPA, CGA, CLGM
Chief Administrative Officer
cao@peaceriver.ca

2.5. Verbal Answers

Verbal answers provided by any Town staff or paid consultants of the Town are only binding when confirmed by written addenda from the Town.

2.6. Changes in Proposals

Proposal submissions shall not be withdrawn, modified, or clarified after they have been received by the Town, unless such withdrawal, modification, or clarification is received in writing by the Town prior to the Closing Time. Submissions containing changes should clearly state the RFP # and be identified as an amendment in the email submission and submitted in the same format as detailed in section 2.2.

3. INSURANCE

The successful Proponent will be required to provide the insurance set forth in the Project Agreement and the costs of such insurance shall be included in the Proposal Compensation.

4. ACCEPTANCE OF PROPOSAL

Proponents are notified that the lowest cost Proposal or any Proposal need not be accepted by the Town and the Town reserves the right to reject any and all Proposals at any time without further explanation or to accept any Proposal considered advantageous to the Town, or to cancel this RFP at any time. Award shall be made on Proposals that will give the greatest value based upon quality, service, and price.

For greater clarity, in awarding any contract, the Town may consider any or all of the following factors in evaluating and selecting the successful Proponent(s):

- a) Corporate Experience, Project Team, and Quality Control
 - Previous related knowledge and experience
 - Demonstrated successful project completion record for similar projects
 - Demonstrated effective processes and quality control systems
 - Demonstration of relevant qualifications and experience of assigned project staff and their role in the project
 - Availability and commitment of assigned personnel
- b) Project Understanding and Proposed Work Plan
 - Appropriate assumptions to demonstrate the understanding of the project scope
 - Work schedule meeting critical milestones and proposed completion date for the work
 - Effective project controls – communications and consultation planning approach, risk management planning approach, quality management approach
- c) Proposal Compensation
 - Proposed total cost and value for specific services proposed
 - Appropriate allocation of resources and fees for services proposed
 - Cost certainty or risk for the Town based on proposed compensation formula
 - Value of commitments including warranty or other support included with the services, including any potential cost savings to the Town associated with the Proposal
- d) References
 - 50% of score shall be assigned as follows:
 - 0 references – 0% of score;
 - 1 reference – 15% of score;
 - 2 references – 50% of score
 - 50% of score based on the quality of reference as determined by the evaluator(s)

The Town may elect at its sole discretion to accept or reject any Proposal or part thereof and to waive any defect, irregularity, mistake, or non-compliance in any Proposal and to accept or reject any Proposal or alternative Proposal, in whole or in part, which it deems to be most advantageous to its interests.

No implied obligation of any kind or on behalf of the Town shall arise from anything in the RFP Documents.

5. NEGOTIATIONS

The Town may, prior to and after contract award, negotiate changes to the scope of work, the type of materials, the specifications, or any conditions with one or more of the Proponents without having any duty or obligation to advise any other Proponent or to allow them to vary their Proposal Compensation as a result of such changes and the Town shall have no liability to any other Proponent as a result of such negotiations or modifications.

6. DURATION OF OFFER

Proposals shall remain firm and open for acceptance by the Town for sixty (60) days from the closing date of the RFP, irrespective of whether the Town has accepted any Proposal.

Award of the RFP is contingent on signing of a Contract Agreement by both parties.

7. REQUIRED REVIEW

The Proponent shall carefully examine the RFP Documents. Any errors, omissions, discrepancies, or matters requiring clarification shall be reported in writing to the RFP Contact on or before the Deadline for Inquires. If a Proponent fails to report any such errors, omissions, discrepancies, or matters requiring clarification, the Town shall be the sole judge as to the intent of the RFP Documents.

During the RFP period, the Town shall, if necessary, advise Proponents by way of addenda of any alterations to the RFP Documents. All such alterations shall become part of the RFP and their effects shall be reflected in the Proposal Compensation.

Should the Town issue an addendum to the RFP, it will be posted only on the Alberta Purchasing Connection (“APC”) website. Proponents are responsible for obtaining all addenda issued by the Town.

8. DUTIES AND TAXES

The Proponent shall include in the Proposal Compensation all duties and taxes, other than the Goods and Services Tax, including Customs duties, Excise duties, brokerage charges, and all other taxes and charges applicable with respect to the RFP, unless otherwise specifically stipulated.

9. SUBCONSULTANTS/SUBCONTRACTORS

Proponent shall not change subconsultants/subcontractors, as identified in their Proposal, after the Closing Time unless they first obtain the Town’s written permission.

In evaluating Proposals prior to the award of the Contract, the Town may take into consideration the past performance of a subconsultant/subcontractor on Town or other projects.

10. REGISTRATION

Prior to commencing the Work, the successful Proponent shall obtain all permits and authorizations required by the law enabling it to carry on business and to complete the Work required under the Contract Agreement. Any failure to carry out these obligations shall entitle the Town to terminate without compensation the Proponent's right to perform the Contract Agreement.

11. EVALUATION AND AWARD

Award of any Proposal will be in the form of written Notice of Award, duly authorized from the Town of Peace River. No other communication from the Town or a representative of the Town shall constitute an award.

The successful Proponent(s) will be required to enter into a Contract Agreement with the Town. The terms and conditions found in the Contractor Agreement included in this RFP are to form the basis for commencing negotiations between the Town and the selected Proponent(s).

The Town reserves the right to award this RFP to one or more than one Proponents.

Notwithstanding any other provision, by submitting a Proposal, each Proponent agrees that any claim that the Proponent may have against the Town and the Town's affiliates (and their employees, agents, consultants, and elected officials) (collectively the "Town Parties") for damages, losses, or expenses or for any other legal relief, arising, directly or indirectly, under or in relation to this Proposal process (whether in contract, tort, or other legal theory) is limited to an amount equal to the Proponent's actual and reasonable costs in preparing its Proposal to a maximum of \$2,500.00. For clarity, each Proponent specifically waives as against the Town Parties any claim for loss of profit or anticipated profit, loss of opportunity, loss of reputation, consequential or indirect losses, or for judicial review or injunctive relief.

12. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- a) All documents submitted to the Town are subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act*. While this Act allows persons a right of access to records in the Town's custody or control it also prohibits the Town from disclosing your personal or business information where disclosure would be harmful to your business interests or would be an unreasonable invasion of your personal privacy as defined in Sections 16 and 17 of the Act. Proponents are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.

- b) The purpose for collecting the personal information required to be provided in this RFP is to enable the Town to ensure the accuracy and reliability of the Proposal, and to enable the Town to evaluate your response to this RFP and for other related program purposes of the Town. Authority for this collection is the *Municipal Government Act*. You may contact the Town if you have any questions about the collection of information pursuant to this RFP.
- c) Evaluations will be confidential.

13. WORKERS' COMPENSATION

Proponents must, if called upon to do so, provide verification from the Workers' Compensation Board that their accounts are in good standing.

TERMS OF REFERENCE

1. PURPOSE OF RFP

It is the intent of this RFP process to identify and engage the most qualified consulting firm to assist the Town of Peace River in studying the current and possible future states for policing the municipality.

Situated in northwest Alberta, Canada, the Town of Peace River is located along the banks of the Peace River at its confluence with the Smoky River, the Heart River, and Pat's Creek. It is approximately 486 kilometres (302 mi) northwest of Edmonton and 198 kilometres (123 mi) northeast of Grande Prairie on Highway 2.

The population in the Town of Peace River was 7,102 in 2023, a 3.2% increase over its 2022 population. There are significant nodal settlements and subdivisions in the vicinity of the town on acreages along Highway 2 to the west, Highways 684 (Shaftesbury Trail) and 743 as well as the southwest portion of Northern Sunrise County. Regionally, there are various First Nation communities to the northeast, French-Canadian farming communities to the south and to the east, and Mennonite and Hutterite German-Canadian farming communities to the north and northwest of the town.

The Peace River Correctional Centre (PRCC), a provincial institution (249 capacity) largely operating as a northern remand centre for males is located within the MD of Peace, approximately 20 kms from the Town of Peace River.

Expected time to complete the Policing Model Study will be **November 30, 2025**.

2. STUDY OBJECTIVES

It is the intent of this RFP to award a Contract Agreement to a Proponent for a comprehensive study to provide Town Council and ratepayers with clear and complete information to determine the best policing structure and model for the Town of Peace River. The findings of the study will be used to support the municipality's request for provincial support by way of additional policing, grant funding, or a combination of based on the recommendations identified.

The objective of the Town is to:

- 1. Explore the existing model of contracting the RCMP.**
- 2. Explore and/or incorporate innovative, promising, or proven policing models and public safety practices.**
- 3. Consider community engagement focused on understanding the concerns of crime and victimization to create public safety measures and a police model dedicated to addressing the concerns.**
- 4. Assess the impact of inmate release from Remand Centre into the community with regard to crime and public safety.**
- 5. Provide the community with a perspective of police models that directly address public safety concerns/measures.**

3. SCOPE OF SERVICES

The Proponent shall base their findings on the study criteria listed below. Proponents should identify other criteria in their Proposal that they believe would assist in meeting the Town's objectives and benefit the study.

The Proponent shall review the current crime statistics, caseloads and programs of the RCMP detachment and the Town's Community Peace Officers to fully understand the scope of enforcement services in the Town. All models being studied shall be based on providing 24-hour service to the community.

At a minimum, the models and concepts that are to be studied are:

1. The current model, contracting the RCMP.

The Town currently contracts the RCMP under a Municipal Police Service Agreement (MPSA) that operates out of a Crown-owned RCMP detachment building that also houses Provincial RCMP members. The detachment operates a POST model that allows for municipal and provincial officers to respond in town and throughout the region. In addition to the criteria of the study listed below, the review of this model must include:

- a) Comparison of similar municipalities with an MPSA including but not limited to officers per population, crime severity index, caseload per officer, daily coverage time, and if the detachment operates under a POST model.
- b) Review of staffing levels and analysis for effectiveness and efficiency considering options of Police Officer and Community Peace Officer ratio and duties.
- c) A review of the municipal RCMP support clerks respecting number, workload, and area of assigned work (municipal or provincial).
- d) Long-term costs of continuing with the MPSA, including the probability of having to construct a new detachment. The Town will provide the RCMP multi-year financial plan to the successful Proponent to assist in this requirement.

2. The creation of a Peace River Municipal Police Force. In addition to the criteria of the study listed below, the review of this model must include:

- a) Comparison of similar municipalities with a municipal police force including but not limited to officers per population, crime severity index, caseload per officer, daily coverage time, and budgets.
- b) Recommendation of staffing levels, analyzing for effectiveness and efficiency of roles considering options of Police Officer, Community Peace Officer, Bylaw Officer and clerk ratio and duties maintaining a 24-hour service.
- c) Long-term operating and capital costs including the construction of a new detachment for the force. The Town will assist with information on locations and other options for a detachment.

3. Contracting another municipal police force. The successful Proponent shall explore the possibility and feasibility of contracting another municipal police force. This will require consultation with other municipalities and the Town is willing to attend any meetings with other municipalities if required. It is not expected for the consultant to require a firm cost from a willing municipality, but estimated costs are required in the report.
4. Explore contracting Alberta Sheriffs to serve as our municipal police force. The Provincial Government is expanding the role of the Sheriffs, including policing. The consultant is to explore the possibility of contracting the Alberta Sheriffs as part of the models listed above and/or the possibility of being the municipal police force.

In addition to any specific requirement for the models listed above, the study shall consider and include the following:

- a) Community background and history.
- b) Community and stakeholder perspectives.
- c) Understanding of the policing and public safety issues and possible solutions within the various models to be explored.
- d) Informed data including policing statistics, environmental scans, financial limitations, and external resources required (forensic work, major crime investigation, etc.).
- e) Implementation plan for each model within community capacity and resources required.
- f) Anticipated transition costs and future operating and capital costs with timelines.
- g) Strategic alignment with values of the community and the Provincial Government.
- h) Organizational impact on the Town.
- i) Assumptions and constraints within the study.
- j) Benefits, risks, and opportunities of each model (i.e. cost-benefit analysis)
- k) Recommendation(s) of the consultant.

3.1. Services to be Provided by the Proponent

The Contract Agreement will require the Proponent to perform, at minimum, the following functions as part of the study and final report.

3.1.1. Consultative and Research Services

The Proponent must perform the following functions but are not limited to:

- a) Meet with Town CAO at the beginning of the study.
- b) Conduct a comprehensive public engagement process.
 - i. The Proponent shall identify a public engagement plan in the Proposal.

- ii. This shall include a public meeting in the Town of Peace River at the early stages of the study. Public concerns and questions raised at these meetings must be addressed in the final report. The Town will provide the venue and advertising for this event.
- iii. Provide additional public input opportunities such as a survey.
- iv. The Town will promote the approved engagement process.
- c) Review and analyze the operations of each service (RCMP and CPO) as it is currently provided and as noted in Section 3 Scope of Services.
- d) Investigate and analyze the models as noted in Section 3 including possible hybrids of the models.
- e) Meet with the following additional stakeholders:
 - i. The RCMP S/Sgt. in the Peace River detachment.
 - ii. Town Administration specifically the Chief Administrative Officer, and Senior Leadership Team.
 - iii. Mayor and Council.
 - iv. Ministry of Public Safety and Emergency Services.
- f) Perform necessary surveys, research statistical data, or other information functions to ensure an accurate report.
- g) The Town will provide the following reports to the successful Proponent to assist in the study research:
 - i. K Division Detachment Profile – Peace River Municipal and Provincial detachment.
 - ii. 2021/22 to 2024/25 annual RCMP reports
 - iii. RCMP Municipal Detachment Multi-Year Financial Plan 2024-2029.
 - iv. Municipal Police Service Agreement.2012-2032.
 - v. 90 days Apex Security Services daily activity reports.

3.1.2. Final Report

The Final Report shall include, but may not be limited to:

- a) An executive summary, including a recommendation on which model or variation of, in the Proponent's opinion, is best overall for the Town.
- b) Summarize and identify the findings of the consultations and data gathered in section 3.1.1.
- c) Provide a detailed report of each model or hybrid identified in Section 3. Also include opinions if the recommended model promotes or demotes service levels and other factors that are deemed appropriate;

- d) For each potential model, provide;
- i. a recommended governance structure for the model, including government (Committee/Administrative) costs.
 - ii. a financial analysis of the model considering transition and capital costs.
 - iii. anticipated operational costs.
 - iv. a synopsis of the advantages and disadvantages of the model.
- e) Provide recommendations on the procedures of implementing each model.
- f) Provide anticipated timelines that would be necessary to implement each model along with estimated costs for the implementation.
- g) Provide a conclusion summarizing reasons for the final recommendations.

3.1.3. Final Report Presentation

The Consultant will be required to:

- Present the final report to Town Council.
- Conduct an open house meeting to present the final report to the public.
- Present the findings to Ministry of Public Safety and Emergency Services if requested; and
- Submit three hard copies and a digital copy of the Final Report to the Town.

4. Proposal Evaluation

The first stage will consist of a review of all Proposals to ensure that each Proposal was received on time and is sufficiently responsive to the RFP. Proposals not received on time or deemed to be insufficiently responsive to the RFP (at the discretion of the Town) may not move to the second stage of evaluation.

Following the initial evaluation of the Proposals, the second stage will consist of a comprehensive evaluation of the Proposal based on the criteria listed below. The Proponent may be contacted at that time to provide further information or address any questions or issues that may have arisen while evaluating the Proponent's Proposal.

Evaluation Category	Weighting
Corporate Profile, Experience, and References	10
Project Team Qualifications and Relevant Project Experience	25
Project Understanding and Proposed Methodology	25
Work Plan and Project Schedule	15
Pricing	25
TOTAL	100

Proposals will be evaluated and ranked according to the outline below. Evaluations will be based on a scale of 0 to 10. The score of each criterion will be determined by multiplying the criteria weight by the rating. The sum of all scores will be the total score. The Town reserves the right to reject any proposal that receives a rating of four (4) or less on any criterion.

Scoring

Rating	Description
10	Exceeds expectations; Proponent clearly understands the requirement, excellent probability of success.
8	Somewhat exceeds expectations; Proponent has a very good understanding of the requirement, very good probability of success.
6	Meets expectations; Proponent has a good understanding of the requirements, good probability of success.
4	Somewhat meets expectations; minor weakness or deficiencies, Proponent understands the requirement, fair probability of success.
2	Does not meet expectations or demonstrate understanding of the requirements, low probability of success.
0	Lack of response or complete misunderstanding of the requirements, no probability of success.

4.1. Evaluation of Pricing

Each Proponent will receive a percentage of the total possible points allocated to price it has bid on by dividing that Proponent's price into the lowest bid price.

For example, if a Proponent bids \$120.00 and that is the lowest bid price, that Proponent receives 100% of the possible points ($120/120 \times 100 = 100\%$).

A Proponent who bids \$150.00 receives 80% of the possible points ($120/150 \times 100 = 80\%$).

A Proponent who bids \$240.00 receives 50% of the possible points ($120/240 \times 100 = 50\%$).

And so on, for each Proposal.



THIS AGREEMENT made in this ____ day of _____, 2025.

BETWEEN:

TOWN OF PEACE RIVER

(hereinafter called the "Town")

OF THE FIRST PART

And

[INSERT]

(hereinafter called the "Contractor")

OF THE SECOND PART

WHEREAS the Contractor is in the business of providing consulting services of the following kind:

AND WHEREAS the Town wishes to retain the services of the Contractor as more particularly specified in the Town's Request for Proposal **TRP2025007** (the "**RFP**") to carry out work generally described as:

Municipal Police Model Study

(hereinafter referred to as the "**Project**");

NOW THEREFORE the Town and the Contractor mutually covenant and agree, each with the other, as follows:

1. **SERVICES**

- 1.1. The Contractor shall provide the services described in the Contractor's Proposal dated [insert] (the "**Proposal**") and submitted in reply to the RFP (hereinafter referred to as the "**Services**"). The Contractor warrants that the Services shall only be performed by the individuals identified by the Contractor in the Proposal unless prior written consent is provided by the Town. Notwithstanding the foregoing, the

Town may in its sole and unfettered discretion require that an individual performing the Services be removed and replaced by a competent professional replacement to the satisfaction of the Town.

- 1.2. The Contractor shall commence the Services no later than [insert] and shall complete each phase of the Services in accordance with the time limitations set out in the RFP. The Contractor acknowledges and accepts that time is of the essence of this Agreement.
- 1.3. The Contractor shall comply with all reasonable requirements established by the Town's Chief Administrative Officer or his/her designate (hereinafter called the "**Project Manager**") for the performance of the Services, including but not limited to security, safety, environmental protection, emergency procedures and access.
- 1.4. The Contractor shall exercise the degree of care, skill, diligence, safety and efficiency normally provided by a qualified professional Contractor in accordance with all applicable law in the performance of services of a similar nature to the Services required under this Agreement.
- 1.5. The Town and the Contractor, by agreement in writing, may from time to time alter, add to, or deduct from the scope of the Services, and in such case the time for completion shall be adjusted accordingly.
- 1.6. No payment shall be made to the Contractor as compensation for damages for any delays or hindrances from any cause whatsoever in the progress of the Project, unless due to the Town's wilful act or negligence.
- 1.7. The Contractor and the Contractor's employees:
 - a) Shall conduct their duties related to the Agreement with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing within anyone with whom a relationship between them could bring their impartiality into question;
 - b) Shall not influence, seek to influence, or otherwise take part in a decision of the Town, knowing that the decision might further their private interests;
 - c) Shall not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to the Agreement, that causes, or would appear to cause, a conflict of interest; and

- d) Shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to the Agreement, and if such financial interest is acquired during the term of the Agreement, the Contractor shall promptly declare it to the Town.

2. **AGREEMENT DOCUMENTS**

- 2.1. The following documents are incorporated into, and are deemed to be part of, this Agreement:
 - a) RFP; and
 - b) Proposal
- 2.2. In the event of any inconsistency or conflict between the provisions of any of these documents, priority and precedence will be given by the following order or means:
 - a) Order of precedence as follows:
 - i. The body of this Agreement
 - ii. RFP
 - iii. Proposal

Or if the above order is not sufficient to resolve the inconsistency or conflict, then the following means may be used in the order listed:

- b) The most recent provision; or
- c) The most specific provision.

In addition, and in any event, the parties will endeavour to interpret the above documents, both individually and collectively, so as to give effect to the intentions of the parties and carrying out the Services in a timely, effective, and cost-effective manner.

3. **PAYMENT**

- 3.1. The Town will pay the Contractor the rates provided for in the Proposal upon the prompt and faithful performance of the Services to the satisfaction of the Town. Payment shall be subject to all applicable legislation, including without limitation the holdback requirements of the *Prompt Payment and Construction Lien Act*, RSA 2000, c P-26.4.
- 3.2. The Town shall not under any circumstances be obligated to pay to the Contractor any amount exceeding the sum set out in Section 3.1 unless prior written authorization has been obtained by the Contractor from the Town. Without limiting

the generality of the foregoing, the Town shall not be required to make payment for any cost or disbursement incurred by or on behalf of the Contractor for the purpose of rectifying errors or omissions for which, in the reasonable opinion of the Town, the Contractor is responsible. These remedial services are not additional services.

4. **INFORMATION AND PROPERTY RIGHTS**

- 4.1. The Contractor agrees that all base materials, research results, computer programs, drawings, documents and notes or materials of any type whatsoever developed or prepared by the Contractor (hereinafter called the "**Documents**") in performance of the Services shall vest and become the absolute property of the Town, including copyright of such and upon completion of the Services or termination of this Agreement, all copies of the Documents shall be delivered by the Contractor to the Town upon demand by the Town. Once the Town has possession of the Documents, the Town is solely responsible for the use the Town makes of them.

5. **REPORTING**

- 5.1. The Contractor shall submit to the Project Manager regular progress reports with respect to the Services. If the Project Manager, acting reasonably, deems additional progress reports necessary the Contractor shall submit all additional progress reports requested by the Project Manager.
- 5.2. The Contractor shall meet with the Project Manager from time to time as requested by the Project Manager to review the progress of the Project and the performance of the Services. The designated representatives of the Contractor for the purpose of such meetings are the following persons:

[name, title, and contact information]

- 5.3. The Contractor shall maintain records related to hours spent and costs incurred in performing the Services, for at least three years following the completion or termination of the Agreement. The Town reserves the right to audit or cause to be audited the Contractor's financial statements and accounts regarding the Town's account at any time during the term of this Agreement and such further three-year period.

6. **SUSPENSION OF AGREEMENT**

- 6.1. The Town may, at any time by notice in writing, at its sole and unfettered discretion suspend the performance of the Services.
- 6.2. The Town shall pay all fees accrued due to the Contractor to the time of suspension, but payment of all other fees may be suspended by the Town.
- 6.3. The Town shall not be responsible for any fees incurred by the Contractor during the period of any suspension unless the Contractor satisfies the Project Manager, before incurring any such fees, of the necessity for the same and provides the Project Manager with such documentation as may be required by the Project Manager in support of the claim for fees.
- 6.4. The Contractor shall resume and complete the Services in accordance with the terms of this Agreement upon written notice from the Town. The Town shall make an equitable adjustment for terms of this Agreement which are affected by the suspension including time requirements and payment. Any dispute as to what constitutes an equitable adjustment may be decided by arbitration in the manner herein provided.
- 6.5. If the Town suspends the Services and does not authorize resumption of the Services within 90 days after the effective date of the suspension, and the parties have not agreed to extend the suspension period on agreed terms, the Agreement is considered terminated on the 91st day after the effective date of the suspension.
- 6.6. When the suspension period expires, the Contractor may submit an invoice for any costs or expenses directly attributable to the suspension, and unavoidably incurred during the suspension period, regardless of whether the Services are resumed, or the Agreement is considered terminated.

7. **TERMINATION OF AGREEMENT**

- 7.1. The Town may terminate this Agreement by giving notice in writing which is hand delivered to the address in Section 14.1 (or as changed pursuant to Section 14.3) for the Contractor, if the Contractor:
 - a) the Contractor has breached any of its obligations contained herein, fails to complete the Services or any portion thereof within the time limited by the Agreement for such completion and has failed to remedy such breach within ten (10) days of written notice thereof, or where the breach is

incapable of being remedied within ten (10) days, has failed to commence to rectify such breach within the said ten (10) days and to diligently pursue such rectification until complete; or

- b) there is a material error, incorrectness or breach of any representation or warranty of the Contractor contained herein; or
- c) the Contractor becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors or makes any proposal, assignment, or arrangement with any of its creditors; or
- d) a trustee, receiver, receiver-manager or like person is appointed with respect to the business or assets of the Contractor.
- e) has any conflict of interest which may, in the opinion of the Town, have an adverse effect on the Project.

7.2. Notwithstanding the foregoing, the Town may terminate this Agreement at its sole and unfettered discretion for its convenience upon seven (7) days written notice, hand delivered to the address given in Section 14.1 (or as changed pursuant to Section 14.3).

7.3. The Contractor, upon termination of this Agreement for any of the reasons set out in Section 7.1, shall be liable for, and upon demand shall pay to the Town an amount equal to, all loss or damage suffered, both directly and indirectly by the Town as a result of the non-completion of the Services. If the Contractor fails to pay the Town for any such loss or damage on demand, the Town shall be entitled to deduct the same from any payments due and payable to the Contractor, without prejudice to the Town's right to exercise any other remedies available to the Town at common law or at equity or under any statute.

7.4. The Contractor agrees that termination or suspension of this Agreement or a change to the Services in accordance with Section 1.5 does not operate so as to relieve or discharge the Contractor from any obligation under the Agreement or imposed upon him by law in respect to the Services or any portion of the Services.

7.5. Subject to Section 7.3 the Town shall, in the event of any termination of this Agreement, pay to the Contractor all amounts for completed work due to the Contractor in accordance with this Agreement as well as all reasonable fees incurred up to the date of termination. The Town shall have no further liability of any nature whatsoever to the Contractor for any loss of profit or for loss of business opportunity or for any other losses suffered whatsoever, either directly or indirectly, by the Contractor as a result of the termination of this Agreement.

- 7.6. The Contractor shall, upon termination, forthwith deliver to the Town a reproducible copy of all materials used by the Contractor or prepared by the Contractor in relation to this Project.

8. **INDEMNITY AND INSURANCE**

- 8.1. The Contractor shall indemnify and save harmless the Town, its servants, agents, employees and elected officials, from and against any and all losses, claims, demands, payments, suits, judgments, charges, expenses, actions, causes of actions and costs (including legal costs on a solicitor and his own client basis) suffered by any or all of them in respect to any and all claims, demands, suits, judgments, charges, actions or causes of action lawfully brought or made by any person against the Town, its servants, agents, employees and elected officials where such losses, claims, demands, payments, suits, judgments, expenses, charges, actions, causes of action or costs result from or occur by reason of any error, omission or wilful or negligent act or breach of this Agreement arising out of the performance of the Services by the Contractor or its servants, agents, employees or subcontractors.
- 8.2. The Contractor shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:
- a) Comprehensive General Liability Insurance in respect to the Services and operations of the Contractor for bodily injury and/or property damage with policy limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence. Such insurance shall include the Town as an additional insured, contain a cross liability clause and protect the Town from any claims by or through the Contractor.
 - b) Comprehensive Automobile liability insurance on all vehicles owned, operated or licensed in the Contractor's name, with limits of not less than \$2,000,000 per occurrence. The policy shall cover the Contractor for all sums which the Contractor shall become legally obligated to pay as damages because of bodily injury including passenger hazard and property damage caused by an occurrence.
- 8.3. The aforementioned insurance shall be in a form and with insurers acceptable to the Town's Insurance Broker. Any insurance called for under this Agreement shall be endorsed to provide the Town thirty (30) days advance written notice of

cancellation or material change (material identified as any change restricting or reducing required coverage). Certified copies of the policies shall be provided to the Town by the Contractor or the Contractor's broker upon request by the Town, and evidence of renewal shall be provided to the Town not less than thirty (30) days prior to the expiry dates of the policies.

- 8.4. The Contractor shall be responsible for the payment of all premium and deductible amounts relating to the said insurance policies and the Contractor shall maintain the aforementioned insurance from the date of this Agreement until the Services are fully completed.

9. **SUBCONTRACTORS**

- 9.1. The Contractor may, upon first obtaining the written approval of the Town, retain the services of one or more subcontractors as may be required to perform the Services (“**Subcontractor**”). The Contractor shall obtain the approval of the Town before changing the any Subcontractor.
- 9.2. The Contractor shall remain fully responsible for the performance of the Services even if the Subcontractors retained are approved pursuant to Section 9.1 by the Town.
- 9.3. The Contractor shall take all necessary measures to bind all Subcontractors to the terms of this Agreement.

10. **ORGANIZATION – EMPLOYMENT DISCLAIMER**

- 10.1. The Agreement is for the services of the Contractor, as a separate business unit and neither the Contractor nor its employees, directors, officers and agents shall be entitled to any benefits of any nature whatsoever available to employees of the Town other than to payments which are expressly provided for herein and those prescribed by law.
- 10.2. The Contractor, in providing the Services under the Agreement, does so under a contract for services and not of service, and is acting as a separate business unit and no agency, partnership, employer-employee or master-servant relationship is intended to be created between the Contractor and the Town.

11. **FORCE MAJEURE**

- 11.1. Neither the Town nor the Contractor shall be held responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to fire, flood, explosion, war, riots or acts of civil disobedience, embargo,

government action, Act of Public Authority, Act of God, or any other causes beyond their control, except labor disruption. Should the Force Majeure last longer than thirty (30) calendar days, the Town may terminate the Agreement.

12. LEGAL REQUIREMENTS

- 12.1. The Contractor shall ensure that the Services comply with all relevant legislation including codes, bylaws and regulations as well as Town policies and procedures. Where there are two or more laws, ordinances, rules, regulations or codes applicable to the Services, the more restrictive shall apply.
- 12.2. The Contractor shall apply and pay for all necessary permits or licences required for the performance of the Services.
- 12.3. The Contractor shall at all times observe all the provisions of the *Labour Relations Code*, RSA 2000, c L-1, *Workers' Compensation Act*, RSA 2000, c W-15, *Environmental Protection and Enhancement Act*, RSA 2000, c E-12 (the "**EPEA**"), and the *Occupational Health and Safety Act*, RSA 2020, c O-2.2 (the "**OHSA**") as well as rules and regulations pursuant thereto. In the event the Contractor fails to comply with any legislation or any regulations there under and the Town is required to do any act or thing or take any steps or pay any sums to rectify such non-compliance, the Town may subtract the cost of any such rectifications from any monies owed to the Contractor. Such action shall not be deemed a waiver of any action that the Town may pursue to collect any monies paid herewith that exceed the monies owed to the Contractor.
- 12.4. Without limiting the foregoing, the Contractor represents and warrants that it holds Workers Compensation Board (WCB) Clearance Status and shall continue to hold such status at all times throughout the performance of the Services. If at any time the Contractor's WCB Clearance Status is revoked or suspended, the Town may, without limitation to any other rights or remedies hereunder, immediately suspend the Services at the Contractor's cost until the WCB Clearance Status has been restored, or may terminate this Agreement in accordance with Section 7.1.
- 12.5. The Contractor shall be responsible for the safety of workers and equipment on the Project as the Prime Contractor for the work and the worksite under the OHSA, and for the protection of the environment in relation to the Project. The Contractor shall bring to the attention of all Subcontractors all pertinent provisions of the OHSA and the EPEA and regulations thereunder.

13. **ASSIGNMENT AND AMENDMENT**

- 13.1. The Contractor shall not, without the prior written consent of the Town, assign or in any way transfer its interest in or obligations under this Agreement to any other party. The Contractor acknowledges and accepts that the Town has chosen the Contractor to perform the Services because of the reputation of the Contractor and the qualifications of the persons identified in the Proposal, and the Contractor therefore agrees that the Town may in its absolute discretion refuse to accept any assignment or transfer of the Contractor's interest in or obligations hereunder, even if such refusal may be construed to be arbitrary or unreasonable.
- 13.2. This Agreement shall constitute the entire agreement between the parties related to the subject matter hereof, and supersedes any and all prior understandings, statements, warranties, representations, and agreements, oral and written, relating hereto.
- 13.3. All additions, amendments or modifications of this Agreement shall be binding only if the same is in writing and duly executed. If any terms of the documents incorporated herein, conflict with the terms of this Agreement, the terms and conditions of this Agreement shall prevail.

14. **NOTICES**

- 14.1. Any notices or other correspondence required to be given to an opposite party except for notice of termination shall be deemed to be adequately given if sent by prepaid registered mail addressed as follows:
- a) To the Contractor at:
[NAME & ADDRESS]
 - b) To the Town at:
The Town of Peace River
PO Box 6600
9911 – 100 Street
Peace River, Alberta T8S 1S4
Attention: Chief Administrative Officer
- 14.2. Notice given as aforesaid, if posted in Alberta, shall conclusively be deemed to have been given on the fifth (5th) business day following the date on which such notice is mailed.

14.3. Either party may, at any time, give notice in writing to the other of any change of address of the party giving such notice. After the giving of such notice, the address therein specified shall be deemed to be the address of the said party for the giving of notice there under.

14.4. The word "notice" in this section shall be deemed to include any requests, statements or other writing in this Agreement provided or permitted to be given by the Town to the Contractor or by the Contractor to the Town.

15. **SINGULAR AND MASCULINE**

15.1. Words importing the singular or masculine also include the plural or feminine or body corporate where the context requires.

16. **LAWS OF ALBERTA**

16.1. This Agreement shall be construed in accordance with the laws of the Province of Alberta, and for the purposes of all legal proceedings this Agreement shall be deemed to have been performed in the said Province. If any provision herein contained shall in any way contravene the laws of the Province of Alberta, such provision shall be severed from the Agreement and the remaining provisions shall continue in force and effect. Nothing herein shall restrict the right of the Town to bring action against the Contractor in any Court of competent jurisdiction. The parties hereby irrevocably submit and attorn to the sole and exclusive jurisdiction of the Judicial District of Edmonton in the Province of Alberta for any legal proceeding arising under this Agreement.

17. **INTERPRETATION**

17.1. The headings in this Agreement are for ease of reference only and shall not be taken into consideration in construing or interpreting this Agreement.

17.2. If any provision of this Agreement is for any reason, found to be invalid or unenforceable by a body of competent jurisdiction, that provision shall be deemed severed from this Agreement and such invalidity, illegality or unenforceability shall not affect the validity of any other of its provision.

18. **SUCCESSORS**

18.1. This Agreement shall ensure to the benefit of and be binding upon the parties hereto and, except as hereinbefore provided, the successors and assigns thereof.

19. This Agreement may be executed in several counterparts each of which when so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument. Signatures delivered by PDF or other electronic means shall be as effective as delivery as an original.

[Remainder of page intentionally left blank. Signature page to follow.]

IN WITNESS WHEREOF the parties have signed by the hands of the proper officers, duly authorized this ____ day of _____, 2025.

TOWN OF PEACE RIVER

_____(c/s)
Per:

[CONTRACTOR]

_____(c/s)
Per: