



ECONOMIC REVILIZATION STRATEGY

(RFP NO.: VOE-2025-001)

VILLAGE OF EDGERTON

ISSUED: June 9th, 2025

PROPOSAL SUBMISSION DEADLINE: July 16th, 2025, AT 3:00:00 P.M. (ALBERTA
TIME)

NOTE: RESPONSES WILL NOT BE OPENED PUBLICLY

POSTED TO:

ALBERTA PURCHASING CONNECTION (CONSIDER POSTING HERE), VILLAGE WEBSITE

(EDGERTON.CA), & EMAILED TO KNOWN CONTRACTORS





Key Dates (Tentative)

Item	Date
RFP Issued	June 9 th , 2025
Deadline for Proponent's questions	July 2 nd , 2025, at 2:00:59 p.m. (Alberta Time)
If Required, Final Addendum posting	July 9 th , 2025, at 2:00:59 p.m. (Alberta Time)
Submission Closing Date & Time	July 16 th , 2025, 2:00:59 p.m. (Alberta Time)
If Required, Proponent clarifications	July 17 th , 2025 to July 22 nd , 2025
Successful Proponent notification	August 1 st , 2025

All dates and times are subject to change.



Village of Edgerton Contact Information:

Nick Frank

Mail: 5037 50 Ave. (Box 57) Edgerton, AB T0B 1K0

Website: edgerton.ca

Phone: (780) 755-3933

Email: admin@edgerton.ca

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1. INSTRUCTIONS TO PROPONENTS**1.1 Introduction**

This Request for Proposal (RFP) is an invitation by the Village of Edgerton to qualified, professional consultants to submit Proposals for Consulting Services to create a comprehensive Economic Development Strategic Plan. This plan will guide the Village of Edgerton's "Economic Revitalization Project", aimed at advancing its economic development prospects, enhancing local knowledge and visibility, attracting investment, supporting local businesses, and driving sustainable growth.

This Request for Proposals sets out important dates related to the project, the details of the services required, submission particulars, evaluation criteria, and award process.

- **Project Name:** RFP VOE-2025-001 - Economic Revitalization Strategy
- **Request for Proposals Issue Date:** June 9th, 2025
- **Request for Proposals Closing Date:** July 16th, 2025, at 14:00:59 MDT (local time)

It is anticipated that this project will include working with municipal staff (including the CAO), industry partners, community organizations, and extensive consultation with residents, local businesses, and elected officials. The project aims to address challenges including an outdated existing plan and the need to reconnect with stakeholders.

All relevant information related to this Request for Proposals can potentially be found on the Alberta Purchasing Connection online platform and the Village's Website: <https://edgerton.ca/>

1.2 Preparation of Proposals

All Proposals received will be subject to all terms and conditions contained in this RFP competition. Proponents are responsible for familiarizing themselves with all terms and conditions of this document and for carefully examining the samples, specifications and other documents enclosed herewith (herein collectively referred to as the "RFP"). The Proponent shall make all inquiries and investigations



necessary for the preparation and submission of proposals and shall be deemed to have made same prior to submitting the proposal response.

The Village of Edgerton will not be responsible for any costs incurred by a proponent in preparing and submitting a proposal.

1.3 No Guarantee of Volume of Work or Exclusivity of Contract

The Village 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 Village may contract with others for the same or similar Deliverables to those described in the RFP or may obtain the same or similar Deliverables internally.

1.4 Offer and Acceptance Period

A response to the RFP shall be deemed to be an offer to contract with the Village based upon the terms, conditions and specifications contained in this RFP. Proposals shall constitute offers which are irrevocable for a period of sixty (60) days after the RFP's Closing Date and Time.

If in the Village's sole opinion, a Proponent's Proposal does not meet these requirements, the Village may reject the Proposal.

1.5 Definitions

Terms used in this RFP have the meaning set out below unless otherwise indicated.

"Agreement" means a written document between the Village and the Proponent to perform the tasks, duties and responsibilities, as described in this RFP.

"Alberta Time" means Mountain Standard Time or Mountain Daylight Saving Time as provided for in the Daylight-Saving Time Act of Alberta.

"APC" means Alberta Purchasing Connection and is the Government of Alberta's official web site where this competitive process is posted. Please see the following website for additional information:
<http://www.purchasingconnection.ca>.

"Contract Administrator" means the Village's representative responsible for the day-to-day administration of the Agreement. The Contract Administrator is the Proponent's primary Village contact for all matters relating to the contract and service delivery.

"Must" means a requirement that is to be met in a substantially unaltered form for a Proponent's Proposal to be considered.

"Primary Contact" means the individual a Proponent (that has submitted a Proposal), designates to represent the Proponent during the competitive process associated with this RFPQ. There can be only one (1) Primary Contact.

"Proponent" means the firm or individual who has obtained a copy of this RFP or has registered as an Interested Proponent on APC for this competitive process.

"Proposal" means the Proponent's response to this RFP.



"Services" means everything done or performed by or through the Proponent that is within the scope of the RFP, including preparation and submission of any deliverables required by the Agreement.

"Village Contact" means the individual who will receive and accept the inquiries and Proposals for this competitive process.

1.6 Pre-Proposal Meeting

There will be no Pre-Proposal meeting scheduled for this competition.

1.7 Inquiries

Email inquiries will be accepted up to and including **2:00:59 p.m. Alberta Time, June 9, 2025**.

At the Village's sole discretion, information or clarifications regarding competitive process procedural issues may be provided to Proponent(s) after this date and time.

No telephone inquiries will be accepted.

All inquiries shall be sent to the Village's Chief Administrative Officer. Do not contact other Village employees or elected officials regarding any aspect of this RFP process.

For the purposes of this procurement process, the **"Village Contact"** is:

Nick Frank, CAO Email: admin@edgerton.ca

When submitting an inquiry, identify your organization name, address, telephone, as well as **"RFP VOE-2025-001 - Economic Revitalization Strategy"** in the subject line of the email.

All inquiries received will be reviewed by the Village. Inquiries that may contain proprietary or confidential information, in the Village's sole opinion, may be answered exclusively to the submitting Proponent directly via e-mail (not posted on APC) provided the response does not 1) require a modification to this RFP document, or 2) potentially provide the Proponent with an undue advantage in the competitive process. If the Village believes that either of these situations may reasonably arise, it reserves the right to request the Proponent to reword and resubmit the inquiry or not provide a response.

All other inquiries will be compiled and answered in the form of written Addenda issued by the Village and posted on APC. Proponents are strongly encouraged to submit inquiries as early as possible. Proponents are advised that all other inquiries received and answered by the Village will be provided verbatim to Proponents.

Prior to the Closing Date and Time, if the Village requires clarification pertaining to an inquiry submitted by a Proponent, the Village will direct the request for clarification to the Proponent's representative that submitted the inquiry.

After the Closing Date and Time, the Village will direct all correspondence regarding this competitive process to the Proponent's Primary Contact as identified in its Proposal. It is the Proponent's



responsibility to notify the Village personnel listed above—in writing and in advance—of any change in the Proponent's Primary Contact information; this is especially critical for an e-mail address change.

The Village assumes no responsibility or liability arising from information obtained in a manner other than as described by this RFP.

1.8 Addenda

Any changes to this RFP as well as the response(s) to all inquiries received (subject to section 1.7) will be issued in the form of written Addenda. The final written Addenda will be issued no later than **14:00:59 Alberta Time, July 9th, 2025**.

The final written Addendum to non-proprietary or non-confidential inquiries will be posted on APC no later than the above noted date and time. The final written Addenda to proprietary or confidential inquiries will be e-mailed directly to the Proponent's representative that submitted the inquiry no later than the above noted date and time.

The date and time for issuing the final written Addendum may be amended at the sole discretion of the Village.

Verbal instructions shall not be binding.

It is the Proponent's sole responsibility to regularly check APC for any updates or Addenda pertaining to this competitive process, and to maintain current and accurate user profile information on APC. The Village will not be liable to any Proponent for any damages, direct or indirect, or lost profits arising out of the Proponent's use of the APC. By registering as an Interested Proponent on APC for this competitive process, the Proponent agrees to be bound by the terms and conditions set out on the APC website.

The Village requests the Proponent acknowledge receipt of all Addenda by completing and returning Appendix A with the Proposal. The Village shall have the sole authority to resolve any discrepancies, omissions, or conflicts in this RFP.

1.9 Closing Date and Time

The Closing Date and Time for this RFP is **July 16th, 2025, at 14:00:59 Alberta Time**. The Closing Date and Time may be amended at the sole discretion of the Village.

For RFP closing purposes, the official time of receipt of Proposals shall be as determined by the time Village of Edgerton office clock.

Failure to clearly identify Proposals as outlined in Section 1.10 being emailed to the Village's Contact just prior to the Closing Time may result in delays in date and time stamping of Proposals. Proposals that are date and time stamped after the Closing Date and Time will not be evaluated.



1.10 Submission of Proposals

Proponents are to ensure the following below standards are followed for the electronic submission:

Email Structure:

- Email Address for proposal submission: admin@edgerton.ca
- Subject Line: **RFP NO.: VOE-2025-001– Economic Development Strategy**
- Should the max file size of the proposal submission be exceeded, Proponents will need identify in the subject line 1 of 2, and divide their proposal into two or more smaller files which do not exceed the maximum file size, and submit these in multiple emails, with subject headings to follow the convention above.
- File(s) must be in .PDF format
- Maximum file size per email exchange shall not exceed 33MB
- Must include a “Read Receipt” at the time of an electronic submission

The Village accepts no responsibility for “undelivered” electronic proposal submissions.

1.10.1 Faxed or Paper submitted Proposals will not be accepted;

1.10.2 Proposals submitted in the name of an incorporated company shall be signed in the name of the company by a duly authorized representative of the company;

1.10.3 Proposals received after the Closing Date and Time will not be evaluated;

1.10.4 Delivery service disruptions will not be acceptable conditions for late Proposal submissions;

1.10.5 At any time prior to the RFP Closing Date and Time, a Proponent may withdraw its Proposal.
No Proposal shall be altered, amended or withdrawn after the Closing Date and Time unless the Proponent is requested to do so by the Village;

1.10.6 There will be no public opening of Proposals;

1.10.7 Persons or firms submitting Proposals shall be actively engaged in the line of work required by the RFP and shall be able to refer to work of a similar character performed by them; and,

1.10.8 The Village will retain for its records all copies of Proponents’ Proposals and related documents.



1.11 Exceptions

For the Proponent to be considered for possible exemption from the application of any of the terms and conditions or specifications contained in the RFP, the Village requests the Proponent's Proposal specifically address the term, condition, or specification in question by referring to the corresponding RFP page number and paragraph containing the term, condition, or specification and, if applicable, providing proposed revised wording.

The acceptability of any proposed exemption will be determined by the evaluation team. The extent of any proposed exemption(s) may be a factor in whether the Village will accept or reject a Proponent's Proposal.

1.12 Reservation

Notwithstanding anything to the contrary herein, the Village reserves the right in its sole discretion to:

- 1.12.1 Accept or reject any or all Proposals.
- 1.12.2 Add, delete and/or negotiate with a Proponent an Agreement containing different and/or additional items or terms without reference to other Proponents or Proposals.
- 1.12.3 Disqualify a Proponent in the event that, in the sole discretion of the Village, its Proposal does not contain sufficient information to permit a thorough analysis.
- 1.12.4 Verify the validity of the information supplied and reject any Proposal where the contents appear to be incorrect or inaccurate in the Village's estimation.
- 1.12.5 Award the contract to more than one Proponent without invalidating the Proposals.
- 1.12.6 Accept Proposals in whole or in part.
- 1.12.7 Accept a non-compliant Proposal.
- 1.12.8 Waive compliance with any requirement of this RFP for any one or more Proponents at any time without notice.
- 1.12.9 Accept or reject any Proposal where the Village believes the Village staffing levels required to implement and maintain a Proponent's proposed solution are unacceptable.



1.12.10 In the event that:

- Financial circumstances of the Village change;
- Political, economic or technical conditions change;
- Any other unforeseen event or circumstance occurs which is beyond the control of the Village; or,

The Village reserves the right, in its sole discretion, to cancel this RFP without award or compensation to Proponents, their officers, directors, employees or agents.

1.12.11 The Village may contract with others for the same or similar Deliverables to those described in this RFP or may obtain the same or similar Deliverables internally.

1.13 Freedom of Information and Protection of Privacy Act

While the Freedom of Information and Protection of Privacy Act allows persons a right of access to records in the Village's custody or control, it also prohibits the Village from disclosing personal information about an individual in certain circumstances, or business information, if disclosure could reasonably be expected to cause harm as outlined in the Act. Because of the complexity of this Act, Proponents must consider the potential that any information that is provided to the Village may be disclosed to a third party.

All information in the possession or control of the Village, including any information provided, obtained or under the custody or control of the Village as a result of this competitive process, is subject to the Freedom of Information and Protection of Privacy Act. Should the Village receive a request for any records that are under the control of the Village and in the Proponent's custody, the Proponent must provide the records, at the Proponent's expense, to the Village.

Assessment criteria and allocation formulas for this competitive process are public information. Information regarding individual assessments is considered confidential and may be provided, upon request, to the party to whom it relates. Third parties will only be provided information in accordance with the Freedom of Information and Protection of Privacy Act.

1.14 Conflict of Interest

Proponents must fully disclose, in writing to the Village on or before the Closing Date and Time of this RFP, the circumstances of any potential conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP. The Village shall review any submissions by Proponents under this provision and may reject any Proposals where, in the sole opinion of Village, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFP.



1.15 Governing Law

This RFP shall be governed by the laws of the Province of Alberta, and the forum for all disputes shall be the Courts of the Province of Alberta.

2. BACKGROUND INFORMATION

2.1 Village Background Information

Location: The Village of Edgerton is situated in eastern Alberta, Canada, near the provincial border with Saskatchewan. It lies within the Municipal District of Wainwright No. 61, southeast of the Town of Wainwright.

Population: According to the 2021 Canadian Census, the population of Edgerton was 362. In 2025 the unofficial population is closer to 430.

Key Economic Drivers: The local economy is traditionally rooted in agriculture, with farming (grains, livestock) being a mainstay. The oil and gas sector also plays a significant role in the regional economy, providing employment and economic activity, though this can fluctuate with industry cycles.

Current Economic Situation & Revitalization: Like many rural communities reliant on primary industries, Edgerton faces challenges related to economic diversification and population stability. Recognizing this, the village is pursuing revitalization efforts. This project is strategically important for Edgerton's future viability and growth. It aims to make the village more resilient, attract new residents and investment, and ensure long-term sustainability.

Revitalization Goals: The core objectives of Edgerton's revitalization project are to:

- Expand local business options and services, creating more opportunities within the village.
- Grow the population and the ratepayer base, strengthening the community's ability to support local services and infrastructure.
- Collaborate with local stakeholders, including municipal leadership, businesses, and residents, to gather insights and identify opportunities.
- Develop a comprehensive economic development strategy that includes short- and long-term goals, actionable steps, and measurable outcomes.
- Address key areas such as business retention and attraction, workforce development, tourism, and infrastructure planning.
- Increase housing availability and options to accommodate new and existing residents.

In essence, the revitalization initiative is a strategic push to enhance Edgerton's appeal as a place to live, work, and invest, ensuring its continued vibrancy.



2.2 Project Description and Deliverables

The Village of Edgerton seeks consulting services for its "Economic Revitalization Project". The primary goal is the creation of a new, comprehensive Economic Development Strategic Plan, developed with consultant expertise. This initiative is driven by the need to replace an outdated plan, enhance local knowledge and visibility, reconnect with stakeholders, attract investment, support local businesses (particularly in core sectors like agriculture and oil/gas), and foster sustainable growth.

The project requires extensive consultation and engagement. Key deliverables include:

- **2.2.1 Current State Analysis:** A thorough analysis of Edgerton's current economic conditions, strengths, weaknesses, opportunities, threats (SWOT), existing assets, infrastructure, labour market, housing situation, business environment, and competitive positioning. Review existing (outdated) plans and relevant regional data.
- **2.2.2 Community and Stakeholder Engagement:** A comprehensive engagement plan to gather input from residents, local businesses, industry leaders (including agriculture and oil/gas), regional partners, elected officials, and Village staff. This should involve various methods (e.g., surveys, workshops, interviews) to ensure broad participation and buy-in.
- **2.2.3 Economic Development Strategic Plan:** The core deliverable – a forward-looking strategic plan outlining a clear vision, goals, objectives, and strategic priorities for Edgerton's economic development over the next 5-10 years. It should identify target sectors/opportunities, address challenges, and align with community aspirations and regional context.
- **2.2.4 Action Plan:** A practical, phased implementation plan detailing specific actions, initiatives, responsible parties (Village role vs. partners), required resources, potential funding sources, timelines (aligning with grant term March 2025-March 2027 where applicable), and measurable key performance indicators (KPIs) to track progress towards the strategic goals.
- **2.25 Event Representation and Promotion:** Development of a key matrix for events to attend that include regional, provincial, and national economic development events and conferences to promote our community. Guide the process to build connections with potential investors, developers, and partners to foster relationships and attract new opportunities. Showcase our community's strengths, including its economic potential, quality of life, and unique assets, through presentations and promotional materials.

2.3 Relevant Documents

- GIS Mapping on the Alberta Municipal Data Sharing Partnership
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3. PROPOSAL EVALUATION PROCESS

3.1 Screening

Upon receipt of the Proposals, an evaluation team will screen each Proposal to ensure the Proponent's compliance with the requirements of this RFP. After the Proposal has passed the initial screening, the evaluation team will then undertake a detailed analysis of the Proponent's Proposal.



3.2 Evaluation Process

The main areas of consideration and the weighting in the evaluation process are:

Rated Criteria Category	Points
RFP Deliverables Comprehension & Completion Statement of understanding of deliverables Formatting (including table of contents) adheres to RFP requirements All necessary forms and information included	0 to 15
Proposed Work Plan, Methodology and Approach Detailed work plan provided with proper identification of all key components in fulfilling a current state analysis. Communication plan that explains the communication process between the Proponent and key stakeholders; Details provided of the project management approach and methodology that will be followed for each phase of deliverables; and Detailed project schedule provided in GANTT chart which demonstrated a critical path for each deliverable.	0 to 30
Experience and Qualifications Description of the company, resources & details provided of same or similar projects; Demonstrated ability (Facilitation/Collaboration/Analysis/Formulation); and Provided examples of at least three (3) Economic Development Strategy projects completed in other Canadian Municipalities.	0 to 30
References Relevant references provided; and Reference feedback.	0 to 10
Proposal Price / Financial Model	0 to 15

***Non-Compliant Proposals will be eliminated without further evaluation**

At any time during the evaluation process, the Village may request written clarification concerning any aspect of a Proponent's Proposal. If the Village is not satisfied as to the reliability of any proposed solution, the Proposal may be rejected, at the sole discretion of the Village.



3.3 Other Mandatory Requirements

All bidders must hold valid WCB, Insurance, and will the Prime Contractor of Record. Proof of Insurance and WCB must be submitted with bid in Appendix H.

3.4 Award Strategy

The successful Proponent will be notified as soon as possible after acceptance of its Proposal. Selection of a successful Proponent does not obligate the Village to negotiate or execute an Agreement.

3.5 Proponent Debriefing

Respondents may request a debriefing after receipt of a notification of the outcome of the RFP process. All requests must be via email to the Village Contact and must be made within thirty (30) days of notification of the outcome of the selection process.

3.6 The Workers' Compensation Act

As a part of the screening and evaluation process, the Village will perform account reviews and obtain employer clearance certificates for Proponents to ensure compliance with the requirements of the Workers' Compensation Act. The Village will advise Proponents of any compliance deficiencies and the time allowed to rectify the same. The Village will not enter into an Agreement with a Proponent where the deficiencies remain outstanding.

3.7 Outstanding Issues Negotiation

After the Proposal Evaluation, but prior to notifying Proponents of the successful Proponent, the Village may, starting with the highest-ranking Proponent, enter into sequential negotiations in an attempt to resolve outstanding issues. If necessary, the Village may enter into sequential negotiations with other Proponent(s) in order of ranking. If the Village is unable to successfully conclude negotiations, the Village reserves the right, in its sole discretion, to:

- Cancel this RFP without award or compensation to Proponents, their officers, directors, employees or agents; or,
- Reissue to compliant Proponents updated competitive process documents, in whole or in part, and request compliant Proponents to resubmit Proposals, in whole or in part.

The Village will inform Proponents of its intent to enter into Outstanding Issues Negotiation with the Proponent.

4. PROPONENT RESPONSE INSTRUCTIONS

4.1 Introduction

This Section outlines the information the Village requests the Proponent to provide in its Proposal. Failure to provide all the information may result in disqualification from the competitive process.



4.2 Proposal Organization

The Village requests the Proponent's Proposal be organized as outlined below. This will facilitate the Village's evaluation.

If the Proponent wishes to include additional information on any point that is somewhat voluminous or that is not directly relevant to the specific situation described in this RFP, that information should be placed in the section entitled "Additional Information" (Appendix F).

Proponents shall build their respective proposals in the following format:

APPENDIX A – WORKBOOK (The Proposal Body shall not exceed a maximum of 20 Pages)

4.2.1 Letter of Transmittal

A Letter of Transmittal or covering letter, dated and signed by an official authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the vendor.

4.2.2 Executive Summary

An Executive Summary, touching on pertinent points in the proposal you wish to highlight.

4.2.3 Corporate Profile, Qualifications and Experience

Corporate information, experience, profile, history and suitability for providing the services related to this RFP;

Clearly identified management and reporting structure including structure or process for escalation concerns;

Measures and practices employed to maintain schedule and cost control for project(s);

Identified methods to mitigate cost overruns and possible change orders;

4.2.4 Key Staff Qualification, and Experience / Resources

Identify key staff's qualification, experience and resources.

4.2.5 Past Projects (x3)

The Proponent are to provide three (3) past projects which demonstrate knowledge and expertise.

4.2.6 Health, Safety and Environment Framework

Describe the Proponent's Health, Safety and Environment framework (APPENDIX B – CERTIFICATION)



APPENDICES

- **APPENDIX A - Workbook/Proposal Content Detail:** Specify required content, methodology description, work plan, timelines, budget breakdown, etc.
 - **APPENDIX B - CERTIFICATION:** Proponent declaration form.
 - **APPENDIX C - Insurance Requirements:** Specify required insurance types and limits. (The Village needs to provide this).
 - **APPENDIX D - Client References:** Form for providing references, preferably from municipal clients.
 - **APPENDIX E - ADDENDA ACKNOWLEDGMENT:** Form to acknowledge receipt of any RFP addenda.
 - **APPENDIX F - Additional Information:** Space for any proponent-supplied supplementary information.
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APPENDIX A – Workbook (Max. 20 pages)

Each respondent is required to complete and provide a Submission Workbook (Labelled Appendix A).
The workbook (Appendix A) is to be presented as described in section 4.2 of this RFP document.



APPENDIX B – CERTIFICATION

Proponents are requested to sign and return this form with their Proposal

Failure to complete, sign and submit this certification, with the proposal package, shall disqualify this Proposal.

We _____

(Legal Company Name)

of _____ (Business address)

(Telephone number)

(E-mail Address)

Having examined and read the proposal documents for VOE-2025-001 as issued by the Village of Edgerton, do hereby bid and agree to provide the services/products in accordance with the proposal/RFP documents, and do hereby agree to accept the terms and conditions set out in this Request for Proposal.

Executed this _____ day of _____, 2025

Signature of authorized representative

(Print or Type) name and status of
authorized representative

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.



APPENDIX D – Insurance Requirements

Proponents shall sign and return this form with their Proposal

Generic Requirements:

General Liability Insurance with a policy limit of \$2,000,000 per occurrence. The policy must:

1. List the Village as an additional insured
2. Contain a cross liability clause
3. Contain a contractual liability clause
4. Contain a non-owned automobile clause
5. Include a waiver of subrogation in favour of the Village
6. Be endorsed to provide the Village with 30 days' written notice of cancellation
7. Have a reasonable deductible (at the determination of the Village), with the Consultant to be responsible for payment of all deductibles

Professional Liability Insurance (Errors and Omissions) with a policy limit of \$1,000,000 per occurrence.

Automobile Liability Insurance on all vehicles owned, operated, or licensed in the consultant's name, with limits of not less than \$2,000,000 per occurrence.

INSURANCE

INSURANCE BROKER (AGENT): _____

ADDRESS: _____

TELEPHONE NO.: _____

EMAIL ADDRESS: _____

By signing below as a requirement of the Village, the successful proponent agree to maintain the minimum insurance requirements as stated above throughout the duration of the project.

Signature of Respondent Representative _____

Name and Title _____

☐ I have authority to bind the respondent

Date: _____



APPENDIX E – Client References

Client	Contact Name & Position	Phone Number	Project Overview	Date Services Provided (from: to)

**Response for Proposal and provision of references constitutes authorization for the Village to contact references. The Village therefore reserves the right to contact references without further permission from the consultant. The references will only be accepted based on projects completed for municipal government.*



APPENDIX F – ADDENDA ACKNOWLEDGMENT

The following Addenda have been received. The modifications to the RFP documents noted therein have been considered and the effects are included in the Proposal prices.

Note: The Village requests the Proponent acknowledge receipt of all Addenda by completing and returning Appendix A with the Proposal.

Addendum #	(check)	Received	Date of Acknowledgement
Addendum # 1		Received	
Addendum # 2		Received	
Addendum # 3		Received	
Addendum # 4		Received	
Addendum # 5		Received	
Addendum # 6		Received	
Addendum # 7		Received	
Addendum # 8		Received	

Signature of Respondent

Printed Name of Respondent

Date

Village of Edgerton
5037 – 50 Ave
Box 37
Edgerton, AB T0B 1K0
Edgerton.ca



APPENDIX G – Additional Information