

REQUEST FOR PROPOSAL

UTILITIES MASTER PLAN

RFP NO. 2025-01-10



Planning and Development Department

**TOWN OF WHITECOURT
5004 52 Avenue, Box 509
Whitecourt, AB T7S 1N6**

CLOSING: November 3, 2025 at 4:00 p.m. (MST)

September 2025

TOWN OF WHITECOURT REQUEST FOR PROPOSALS

UTILITIES MASTER PLAN

INTRODUCTION & BACKGROUND

The Town of Whitecourt, Alberta is a dynamic, growing community, hosting a population of approximately 15,000, including immediately adjacent county residents. Located 170km northeast of Edmonton on Highway 43 via Highway 16, the Town of Whitecourt is the largest urban centre between Edmonton and Grande Prairie.

A Comprehensive Growth Study was completed for the Town of Whitecourt in 2022 to project the Town's growth over a 50-year horizon. This study forecasted land demand and provided recommendations for suitable growth directions to accommodate the projected 50-year growth.

To ensure that the municipal infrastructure is planned efficiently and effectively to service the 50-year growth potential of the community, the Town of Whitecourt is looking to have an overall Utilities Master Plan (UMP) completed. The goal of the UMP is to assess the capacity and performance of the Town's existing water, wastewater, and storm systems under current and future demand scenarios; and to provide recommendations for improvements and additions to these systems to address future servicing needs. The Town will use the Utility Master Plan to guide future infrastructure decisions to ensure reliable, efficient, and sustainable service provision.

SERVICES REQUIRED

The Town of Whitecourt is hereby seeking proposals from qualified consulting engineers to complete a Utilities Master Plan (UMP) for our community. The UMP will provide a strategy for the orderly, timely, and economical development of water, wastewater, and storm systems in the Whitecourt area to serve the current and future needs of the community. It will be used to inform the Town's infrastructure and financial plans, and assist the Town, developers, and property owners in making critical land use and site planning decisions.

Existing stormwater and servicing studies for the Town of Whitecourt are outdated. Sufficient capacity is available at the Town's water treatment plant and wastewater treatment plant; however, the available capacities and performance within the current collection, distribution, transmission, and storage systems are unknown. A water study was completed in 2014 which provides some guidance on future water distribution and transmission systems, but requires updates to ensure existing systems can handle future intensification as well. The UMP will analyze the current performance and capacity of the Town's water, wastewater, and storm systems, and will model the future growth demands to determine appropriate servicing options. These options will ensure the logical and economical extension of services, having regard to available capacity and long-term maintenance requirements.

Changes in land use and development plans are to be reflected in the UMP, including infill, densification, and environmental considerations (i.e. infiltration, flooding, new regulations/standards). Cost estimates and staging strategies should be developed for the recommended capital improvements to address both the long-term and short-term maintenance, upgrades, and development servicing requirements. Locations and timing of upgrades should consider proposed growth and development plans as well as spare capacity within the existing systems. All project recommendations must have transparent engineering justification sufficient to support their inclusion in future off-site levy bylaws.

SCOPE OF WORK

1. BACKGROUND RESEARCH

The successful consulting firm is expected to complete all background research and information gathering necessary to complete the project. This will include reviewing the current state of the Town's existing water and sanitary system layouts, including relevant documents related to land use and population growth. Analysis of the Town's data sets will be required in order to determine any gaps in information.

A list of existing issues / concerns and ideas for future improvements will be collected from Town staff and provided to the consultant. It is expected that a meeting will be held with the consultant and the Town staff to review this list for any clarity that may be required for incorporation into the Utilities Master Plan.

The successful consulting firm will be responsible for any site visits, flow monitoring, and other field data collection programs to ensure calibration and validation of the system models. They will also be expected to become familiar with all pertinent servicing and growth related studies, plans, bylaws, design criteria, existing/draft Area Structure Plans, and other supporting documents for Whitecourt and the surrounding area.

2. EXISTING SYSTEM ASSESSMENT

Collected inventories and data are to be input into modeling system(s) for analysis. Existing water, wastewater, and storm system capacities and constraints are to be determined for the average and peak system demands as well as emergency events (i.e. fire flows, flooding, etc.). Practical system improvements needed to correct any existing system deficiencies, or accommodate short-term growth, are to be outlined. This should include any system preservation measures required to prevent system deficiencies.

Estimated costs for the associated improvements are to be determined and recommendations for the priorities and implementation strategy are to be provided.

3. FUTURE SYSTEM ASSESSMENT

Various growth scenarios are to be modeled based on the agreed upon planning horizons to determine the Town's long-term water, wastewater, and storm servicing needs. Assessment of the servicing implications should include a review of feasibility, timing, and strategic goals. Solutions for water, wastewater, and storm servicing to accommodate projected future growth are to be identified with preferred alternatives based on the evaluation criteria.

Estimated costs for the associated improvements are to be determined and recommendations for the priorities and implementation timeframes are to be provided. Staging and sequencing plans for servicing improvements shall consider proposed growth and development plans as well as current municipal capital plan projects and engineering best practices.

The list of recommended capital improvements should identify which upgrades and additions are triggered by development and which upgrades are required to address existing system deficiencies. Conceptual designs and servicing plans shall be provided for the proposed future water, wastewater, and storm systems.

4. SPECIFIC AREAS OF REVIEW

The Town has identified specific areas that they would like reviewed as part of, or in addition to the Utilities Master Plan (UMP). If proponents feel that these items would be addressed within the scope of the UMP, this should be mentioned in their proposal. Should these be considered separate, out of scope items, proponents are asked to provide separate costs for each review area such that the Town may select only those desired or that budget allows for.

Specific areas of review include:

- i. Downtown water and wastewater upgrades that may be required to ensure capacities for infill/densification in the downtown (i.e. connection sizes to the rest of the systems).
- ii. Review of pluvial flooding, specifically up to at least a 1:200yr flood event.
- iii. Outline regional opportunities for the respective infrastructure systems.
- iv. Review of two (2) existing Area Structure Plans / Servicing Studies to provide alternate options for stormwater servicing of the areas, or to confirm that the proposed stormwater servicing is the best option for the areas.
- v. Review of two (2) new / proposed Area Structure Plans to assist with determining servicing options for the areas

WORK PRODUCTS, SERVICES & DELIVERABLES

The successful consulting firm will be responsible to:

- i. Develop a workplan that details how the objectives of the project will be achieved and that outlines a schedule of action items and timelines. This workplan should identify the proposed methodology, description of the activities proposed, and key tasks/deliverable timelines. Consideration should be given to any project team meetings, technical group meetings, and presentation to senior staff and Council that the consultant may recommend to ensure success of the project. A minimum of 2 weeks should be anticipated for any other Town Administration review, decision, or input required as part of the workplan.
- ii. Prepare agendas and meeting minutes and keep records of all documentation to support the conclusions and recommendations of the final Utilities Master Plan.
- iii. Create all necessary figures, spreadsheets, maps and models to complete the study.
- iv. Compile all modelling, calculation, text, mapping, and design information into clear and concise interim and final documents. Progress reports shall be provided at agreed upon intervals to advise Town staff of the progress on this project.
- v. Compile Interim and Final Reports that will include:
 - All project assumptions, including population projections, growth patterns, design and evaluation criteria,
 - An overview of the methodology and modeling parameters,
 - Existing and future system demands and capacities,
 - Identification of alternate solutions and rationale for the preferred solution(s),
 - Recommended improvements and multi-year capital plan.
- vi. Final documents shall be submitted to the Town in 4 bound hard copies, separate PDF copies, as well as copies of the Word documents in an editable format. Any AutoCad, GIS, excel tables, or other digital files used in the creation of the project shall also be provided to the Town of Whitecourt on USB or through secure electronic transmittal (i.e. ftp, dropbox, etc.).

INFORMATION AVAILABLE

The Town of Whitecourt will endeavor to provide whatever background studies, legal base plans, records drawings, and other information it may have in its possession to aid the successful consulting firm in the project.

Available reports include:

- 50-Year Comprehensive Growth Study (2022)
- Municipal Development Plan (2024)
- Athabasca Flats East Servicing Study (2013)
- Any approved or pending/draft Area Structure Plans or Development Proposals and associated Storm or Utility Studies for Whitecourt and the surrounding area
- Municipal Design Standards (2020)
- Off-Site Levy Rates Review Report (2017) and new Off-Site Levy Rates Review Report (currently underway and anticipated to be complete in 2026)
- Transportation Study (2008) and new Transportation Master Plan (currently underway and anticipated to be complete in 2026)
- Overall Water Study (2014)
- Water Systems Upgrade (2018)
- Stormwater Management Review (2007)
- Municipal Servicing Study (1992)

All documents provided are the property of the Town and shall be used for the sole purposes of this project. The Town does not warrant the accuracy of the information provided. The consultant must use their own judgment when relying on these documents and will be responsible for organizing the data.

RFP CONTACT

A bidding firm may contact Jennine Loberg by email at jennineloberg@whitecourt.ca to clarify any matters relating to this request for proposals.

Inquiries must be received by October 27, 2025 and may be recorded and added to the website and/or Alberta Purchasing Connection site. Bidding firms have the responsibility to notify the Town in writing of any ambiguity, error, omission, oversight, or item subject to more than one interpretation in this RFP, as it is discovered, and to request any instruction, decision, or direction required to prepare the Proposal. Concerns about any term or condition of this RFP must be communicated to the Town within the date(s) specified in this RFP.

Questions received after the stated date(s) may not be answered. Verbal responses to any inquiry are not binding on either party.

SELECTION PROCESS

Solicitation of consultants is through this “Request for Proposals,” through general advertising, and through invitation. All proposals will be reviewed by the Town of Whitecourt with potential interview of short-listed consultants prior to selection and negotiation of a contract.

All consultants must adhere to the instructions in this Request for Proposals on preparing and submitting the proposal. Proposals will be evaluated based on the following criteria and weighting:

Technical Quality (30%), Expertise (20%), and Experience (30%)

- Understanding of the project and pertinent issues surrounding it.
- Proposed methodology and description of services and activities to successfully deliver the project.
- Measures to address and/or mitigate identified risks and challenges.
- Past experience and performance on comparable projects.
- Qualifications and experience of principal staff and any proposed affiliated associates.
- Contingency plan, cross training and backup of key staff members.
- List of any subcontractors expected and their role.
- References from at least 3 similar sized or comparable types of projects completed within the previous five years.

Price (10%)

- Proposed fee structure, including all sub-consultant fees, disbursements, and G.S.T.
- The Town’s budget for the project is \$300,000. Proposals should contain an upset cost for the total project as well as separate upset costs for each of project components listed in the scope of work and/or alternate options proposed by the Consultant, such that the Town may select only those components/options desired or that budget allows for.
- Please also provide hourly rates for each team member for any additional professional services the Town may require for work that may arise from this project.
- Public consultation is not expected for the creation of the Utilities Master Plan, however, it is requested that pricing please be provided to undertake consultation should it be required. Pricing should be given for various forms of consultation (i.e. workshops, surveys, presentations, meetings).

Timeline (10%)

- Proposed work plan and timelines to complete the project.
- As required by the funding grant, this project must be completed by May of 2027. It is expected that the contractor will complete the project in a timely manner.

Proposals must be valid for a period of not less than 90 days from the closing date. Cost may not be the primary factor in the selection of a Consultant.

PROPOSAL SUBMISSIONS

Proposals must be received no later than **4:00 pm MST, November 3, 2025**.

Interested Consultants will submit their proposal in **PDF format via email** to Jennine Loberg at jennineloberg@whitecourt.ca. The subject line of the email shall be clearly marked *RFP – UTILITIES MASTER PLAN*.

Proposals will not be considered if received after the submission deadline or if lacking any predetermined requirements. 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. The Town shall not be responsible for any failure to receive email submissions sent by the proponent. All proponents are encouraged to ensure their proposal has been received in advance of the above noted deadline.

Note that Proposals greater than 5MB will NOT be accepted by the Town of Whitecourt email server. Arrangements for proposal submissions that exceed this file size are to be made with the contact for this RFP and may include delivery to the Town office on a USB and/or alternate secure electronic transmittal (i.e. ftp, dropbox, etc.).

It is the respondent's responsibility to ensure that it has all the necessary information concerning the intent and requirements of this RFP.

AMENDMENTS

The Town reserves the right to amend or revise the RFP documents by written addenda up to the Proposal closing time. It is the responsibility of the Proponent to ascertain and verify, prior to the closing time, that it has received any and all addenda issued in relation to a Proposal package.

CONFIDENTIALITY

Bid documents submitted to the Town are subject to the disclosure provisions of the **Access to Information Act (ATIA)**. While the **Access to Information Act** allows persons a right to access Records in the Town's Custody or Control, it also prohibits the Town from disclosing the Contractor's personal or business information, where disclosure would harm business interests or would be an unreasonable invasion of the Contractor's personal privacy as defined in **Section 19 of the Access to Information Act**. Proponents are encouraged to identify what portions of their submissions are confidential, and what harm could reasonably be expected from disclosure of these sections.

All personal information collected as per this Request for Proposal is subject to the protection provisions of the **Protection of Privacy Act (POPA)**. The purpose of collecting personal information required for the RFP is to enable the Town to ensure the accuracy and reliability of the Proposal, and to evaluate the submission in response to the RFP. The information is required by the Town to provide services and continue operations. It is recommended that Proponents advise the person(s) whose personal information is released to the Town under this RFP.

Questions about the collection of personal information pursuant to this RFP shall be submitted to the Town Administration Office at administration@whitecourt.ca.

CLOSING INFORMATION

1. The Town of Whitecourt is not liable for any costs or expenses or to reimburse or compensate the proponents in any manner whatsoever or under any circumstances including, without limitation, in the event of rejection of all proposals or cancellation of the project.
2. The Town of Whitecourt reserves the right to request that any or all proponents clarify and make revisions to their proposal. The Town may choose to meet with one, several, or all proponents to discuss aspects of their proposal. The Town of Whitecourt is not obligated to seek clarification from any proponent with regard to any aspect of its proposal.
3. The lowest or any proposal will not necessarily be accepted, and the Town is not bound to accept any proposal. Further, the Town reserves the right to accept or reject any proposal in whole or in part, waive any formality or informality in the selection process, and to discuss different or additional items to those included in this RFP, at its sole discretion. The Town may invalidate this RFP and may issue a second RFP at its sole discretion.
4. Proposals received from individuals or legal entities engaged in litigation with the Town of Whitecourt as a party adverse in interest at the time of this RFP will be rejected.
5. The information contained in this RFP is supplied solely as a guideline for the Consultants. While every reasonable attempt has been made to ensure its accuracy, the Town does not guarantee or warrant its accuracy, nor is it necessarily comprehensive.

Thank you for your anticipated response.