



REQUEST FOR PROPOSAL

For

Urban Forest Inventory Contractor

Issued:

Closing:

RFP Contact: Sarah Harper

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RFP - Olds Urban Forest Inventory Contractor

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1.0 General

1.1 Invitation to Submit a Proposal

Proponents are invited to submit proposals for the Urban Forest Inventory Contractor.

RFP Issued:	August 26, 2026
Site Visit/Pre-Bid Meeting	No site visit planned
Deadline for Questions:	September 3, 2026 at 16:00 MT
Deadline for Issuing Addenda	September 10, 2026
Submission Deadline (Closing Date):	September 15, 2026 at 16:00 MT
Rectification Period	(3 business days)
Anticipated Ranking of Proponents:	September 18, 2026
Contract Negotiation Period:	(7 calendar days)
Anticipated Execution of Agreement	September 25, 2026

This RFP will be conducted with the objective of maximizing benefits for the Town of Olds while offering proponents a fair and equitable opportunity to participate. The RFP Timetable is tentative only and may be changed by the Town at any time. For greater clarity, business days mean all days that the Town Administration building is open for business.

Proponents are advised to pay careful attention to the specifications laid out in this RFP. Failure to satisfy any term or condition in this RFP may result in the proposal being deemed unacceptable. The Town of Olds reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The Town of Olds reserves the right to accept a proposal other than the lowest price proposal without stating reasons.

This RFP does not commit the Town of Olds to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at meetings with Town staff.

There will not be a bidders' meeting associated with this procurement.

1.2 Inquiries, Errors or Omissions

All inquiries must be directed to the RFP Contact in writing by **September 3, 2026 at 16:00 hrs MT**. Inquiries and responses will be recorded and may, in the Town's discretion, be distributed to all proponents.

Proponents should notify the RFP contact in writing of any ambiguity, divergence, error, omission, oversight or contradiction in this RFP.

Verbal responses to inquiries are not binding on any party.

1.3 RFP Amendments

The Town of Olds reserves the right to amend the RFP documents and addenda up to 48 hours prior to the RFP Closing Date and Time. Any changes to this document will be communicated to all involved proponents, in writing, as an addendum.

1.4 Submitting of Proposals

Proponents are requested to submit their submission in the form prescribed herein by the submission deadline to the Town of Olds contact identified below.

Proponents should submit one electronic copy (in PDF or Word format) by email to:

Sarah Harper, Grant and Procurement Administrator

Email: sharper@olds.ca

Proposals are to be prominently marked with the RFP title (see RFP Cover) in the email subject line, with the full legal name and return address of the proponent, and with the submission deadline in the email.

Proponents are cautioned that the RFP 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 responsible for verifying that their submissions have been received at the correct location.

Any proposals received after the closing date and time will be considered disqualified.

1.5 Access to Information and Protection of Privacy

All proposals submitted become the property of the Town of Olds and are subject to Alberta's Access to Information Act (ATIA) and Protection of Privacy Act (POPA).

The Town may be required to disclose records in its custody or control in response to an access request under ATIA, subject to the mandatory and discretionary exceptions set out in the Act, including protection of third-party business information (ATIA s.18).

The Town must also manage personal information in accordance with POPA, which restricts collection, use, and disclosure of personal information and protects against disclosures harmful to personal privacy (POPA s.34).

Respondents who wish to ensure that specific parts of their proposal are protected from disclosure should clearly identify any information that:

- (a) constitutes trade secrets or commercial/financial information,
- (b) is supplied in confidence, and
- (c) the disclosure of which could reasonably be expected to cause significant harm to their competitive position.

For more information, please consult the Access to Information Act and Protection of Privacy Act, available through the Alberta King's Printer.

1.6 Cost to Submit

The Town of Olds will not be liable for any costs incurred by any proponent in the preparation and submission of a proposal, in the facilitation of a presentation to support the proposal, or any other activities related to the creation of their proposal.

1.7 Negotiations and Contract

Proponents are advised that the Town intends to enter into negotiations with the selected Consultant.

Notwithstanding the foregoing, the Town of Olds may, prior to and after contract award, negotiate changes to the scope of work, 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.

1.8 Termination of Negotiations and/or RFP Process

The Town of Olds reserves the right to terminate contract negotiations with any proponent and to enter into contract negotiations with any other proponent if, in the opinion of the Town of Olds, at any time, the contract negotiations with the initially selected proponent will not be satisfactorily concluded in the best interests of the Town of Olds.

1.9 Period of Commitment

Proposals shall be final and binding for 90 days from this RFP's closing date and time and may not be altered by subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the evaluation team.

1.10 Cost

All costs must be quoted in Canadian dollars and exclusive of GST.

1.11 Irrevocability of Proposals

Proponents may amend or withdraw their proposal prior to this RFP's closing date and time by submitting a clear and detailed written notice to the RFP Contact. All proposals become irrevocable after this RFP's closing date and time.

1.12 Proposal Rejection

The evaluation team may reject any or all proposals.

2.0 INFORMATION

2.1 Background

The Town of Olds, located in the heart of Mountain View County along Alberta's QEII corridor, serves as a major regional hub for over 40,000 residents in surrounding communities. With a current population of 9,209, Olds continues to experience growth and economic stability due to its strategic location between the cities of Red Deer and Calgary.

Olds is known for its vibrant community spirit and high quality of life, offering a mix of urban amenities and small-town charm. The town boasts safe and welcoming neighborhoods, extensive parks, and a comprehensive path and trail system. These features reflect the values and interests of its residents, who take pride in fostering a supportive, inclusive community.

The Town of Olds provides a broad range of municipal services, including:

- Administration and Finance: Ensuring sound governance and fiscal management
- Public Works: Maintaining vital infrastructure, roads, and facilities
- Recreation: Offering programs, services, and amenities that promote active living
- Utilities: Delivering essential water, wastewater, and waste management services

As Olds continues to grow and evolve, the town remains committed to sustainable development and community engagement, making it an attractive place to live, work, and invest.

2.2 Scope of Work

Please see Schedule A.

3.0 EVALUATION CRITERIA

The Town of Olds reserves the right to accept or reject any and all proposals. The Town reserves the right to accept a submission other than the lowest price submission without stating reasons. By the act of submitting a response to this RFP, the proponent waives any rights to contest in any legal proceeding or against the right of the Town of Olds to award the work to any proponent in its sole discretion.

The first stage will consist of a review of all submissions to ensure that each submission was received on time, that the certification is properly completed and signed, and the submission is sufficiently responsive to the RFP.

Following the initial evaluation of the proposals, the second stage will consist of a comprehensive evaluation of the RFP 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	10
Value Added Services	10
Pricing	20
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.

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.

3.1 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 ($120/150 \times 100 = 80\%$), and a proponent who bids \$240.00 receives 50% of the possible points ($120/240 \times 100 = 50\%$).

$$\frac{\text{Lowest rate}}{\text{Second-lowest rate}} \times \text{Total available points} = \text{Score for proposal with second-lowest rate}$$

$$\frac{\text{Lowest rate}}{\text{Third-lowest rate}} \times \text{Total available points} = \text{Score for proposal with third-lowest rate}$$

And so on, for each proposal.

Upon completion of stage two, a short list of proponents will be invited to participate in the third stage if the Town of Olds decides to proceed beyond the RFP stage, if required.

The third stage of the evaluation will consist of oral presentations to Town of Olds staff. Proponents invited to participate in the third stage are to ensure that the individual identified as the project leader in their RFP submission will be available during the interview portion of the evaluation in addition to any other key personnel that the proponent wishes to include.

4.0 PROPOSAL CONTENT

Proposals should be organized in the following format using the section titles and sequence listed below, to facilitate evaluation and to ensure each proposal receives full consideration.

4.1 **Proposal Submission Letter** or covering letter

Must be dated and signed by an official authorized to negotiate, make commitments, and provide any clarifications on behalf of the proponent.

4.2 **Executive Summary** touching on pertinent points in the proposal you wish to highlight, including an overview of the project schedule and costs.

4.3 **Proponent Profile**

The proposal must include:

- A **brief** introduction of the proponent, identifying the members of the project team and project lead (if applicable);
- Project team members identified are to remain on the project until completion. Any changes in project team members will be subject to Town of Olds approval, and the proponent shall ensure such changes do not negatively impact the quality of the deliverables and project timelines;
- A contact for any questions or clarifications arising from the proposal. Contact information should include name, title, address, email, and phone number;
- Contact information for the proponent's head offices and applicable service centres; and
- Details of any subcontracting arrangements proposed by the proponent.

4.4 **Project Understanding, Concept and Proposed Methodology**

This section should specifically address the proponent's understanding of the Town's needs and provide details of the proponent's methodology to the scope of work including all items listed in Schedule A. The proponent should outline their project vision, processes and systems used for planning, scheduling, and budgeting to meet the obligations and requirements under this schedule are also met.

This section must address the work, effort, and team member participation role in delivering the work. The proposed methodology should also identify any potential options, or changes to the outlined approach that could be advantageous to the Town. Any such optional work should be identified specifically or outlined in a separate section.

4.5 Project Work Plan

A work plan and project schedule for completing the scope of work for this RFP in accordance with the timelines identified in Schedule A.

4.6 Related Experience and References

The proponent shall include a list of three (3) recent and relevant projects (within the last three years) with their RFP package. Each of the references shall include a contact person complete with title, **email address** and phone number. The references will reflect similar work that has been provided. Preference will be given to companies with experience working with municipalities with similar demographics and requirements to the Town of Olds.

4.7 Alberta Worker's Compensation Board (WCB)

A current Alberta WCB Clearance Letter should be included in the proposal as evidence of such coverage and confirmation that the proponent's account is in good standing. If the proponent does not have such coverage in place, the proponent will be required to obtain it within 10 days upon receiving notice of the intent to award.

4.8 Proof of Insurability

Proponents shall provide proof of general comprehensive liability insurability, from a licensed insurer, in the amount of a minimum of \$2,000,000 with the municipality as an additional named insured.

4.9 Costs

Provide a schedule of total fees proposed per the work plan key tasks. The total should include all fees, costs, and disbursements (including travel costs), sub-consultant fees, and any other expenses as required under the Schedule A.

Itemize separately all deliverables outlined in the Scope of Work (Schedule A).

5.0 Awarding of Contract

This RFP should not be construed as a contract to purchase goods and services. Only written notice, to the proponent of acceptance of the proposal by the Town of Olds, and the subsequent full execution of a written agreement, shall constitute a contract for the provision of Urban Forest Inventory Consultant.

The Town of Olds reserves the right to accept or reject, in whole or in part, all proposals received. The lowest or any proposal will not necessarily be accepted, as various criteria are used in the evaluation process.

No act of the Town of Olds, other than a notice in writing signed by the Chief Administrative Officer, or his designate, shall constitute an acceptance of a proposal.

The Town of Olds reserves the right to reject any or all proposals. Without limiting the generality of the foregoing, The Town of Olds may reject any proposal which:

- Is incomplete, obscure, irregular, or unrealistic;
- Omits or fails to include any or more items in the proposal offer for which a price is required by the RFP;
- Fails to complete the information required by the RFP to be furnished with the proposal or fails to complete the information required whether the same purports to be completed or not;
- Fails to be submitted before the deadline.

Further, a proposal may be rejected on the basis of:

- The proponent's past performance, if applicable, with the Town of Olds;
- Financial constraints;
- Unreasonable or unacceptable completion schedules; and
- Failure to comply with federal, provincial, and municipal legislation.

The Town of Olds has the right, in the interest of the Town, to waive any informality, insufficiency or irregularity in any proposal responses received, and to accept the proposal that is deemed most favourable to the interests of the Town of Olds.

6.0 Limitation of Liability

Notwithstanding any other provision, by submitting a proposal, each proponent agrees that any claim that the proponent may have against the Town of Olds and its 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 Request for Proposals 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.

SCHEDULE A

1. Project Objectives

The consulting engagement is intended to:

- Establish an accurate, GPS-based baseline inventory of the Town's urban forest asset.
- Assess tree condition, risk, species composition, age structure, and asset value.
- Analyze canopy cover and distribution using LiDAR / remote sensing data.
- Identify climate-related vulnerabilities (drought, wind, extreme temperature, disease) and canopy gaps or inequities across neighbourhoods.
- Develop a data-driven Urban Forest Strategy with measurable targets for canopy cover, species diversity, risk reduction, and climate resilience.
- Support the integration of inventory data into the Town's GIS-based asset management systems.

2. Scope of Work

The Urban Forest Inventory Consultant will complete the following tasks in collaboration with the Town's project team.

2.1 Tree Inventory and Field Data Collection

- Conduct a GPS-based inventory of all public/Town-owned trees, capturing location, species, diameter at breast height (DBH), height class, and canopy spread.
- Complete condition and structural risk assessments for each inventoried tree.
- Identify high-risk and aging trees requiring priority attention or removal.
- Record asset condition data suitable for integration into the Town's asset management system.

2.2 Remote Sensing and Canopy Analysis

- Acquire and/or process LiDAR data to produce a Town-wide canopy cover analysis.
- Quantify total and neighbourhood-level canopy cover and compare against baseline/historic data where available.
- Identify canopy gaps, underserved neighbourhoods, and priority planting areas using an equity lens.

2.3 Risk, Vulnerability, and Climate Assessment

- Evaluate species composition, age structure, and health across the urban forest.
- Assess climate-related risks, including drought, wind, extreme temperature, and disease/pest exposure.
- Recommend climate-resilient, drought-tolerant, and native species suited to local conditions.

2.4 GIS Mapping and Data Integration

- Deliver all inventory and canopy analysis data in a GIS-compatible format for integration into the Town's existing asset management system.
- Provide data dictionaries/metadata sufficient for ongoing Town-led updates to the inventory.

2.5 Public Engagement

- Lead engagement activities including public open houses, and consultation with local Indigenous groups.
- Incorporate engagement input into priority-setting, including identification of areas with limited canopy cover.
- Coordinate with Olds College arboriculture faculty and students, who will contribute field support under instructor supervision.