



REQUEST FOR PROPOSALS

Mission Park Playground

Lac La Biche County
RFP Number: **PS-72-2026-03**

Proposal Closing Date and Time:
Thursday, April 2nd, 2026

Proposals must be received no
later than 2:00 p.m. local time
by electronic submission.



Lac La Biche County
welcoming by nature.

1. Introduction

Lac La Biche County invites proponents to submit proposals to design, supply, and install a new playground for children ages five to 12 years old. This new park development is located in the Mission community in Lac La Biche County, AB. The image below shows the general location of this proposed amenity and other proposed site features that will be developed in 2026 and future years:



Figure 1 - approximate area for proposed playground development

2. County & Project Background

Lac La Biche County is a historic and diverse community, and the beautiful Lakeland region has a long and colourful backstory. Home to Indigenous peoples for thousands of years, the area has brought together a wealth of ethnic and cultural groups from all over the world. All have brought their unique traditions and influences with them and contributed to the cultural quilt that is Lac La Biche County today.

Serving around 8,500 urban and rural residents, Lac La Biche County (the County) is a specialized municipality in northeastern Alberta that covers more than 12,000 square kilometers. There are two urban centres in the County's borders (the hamlets of Lac La Biche and Plamondon), which contain about one-third of the municipality's population. The other two-thirds live in rural areas and subdivisions spread throughout the region.

The Mission community has an abundance of history and is predominantly a country residential development. While many private homeowners benefit from direct waterfront access to Lac La Biche Lake, there are limited public access points to the beach. A new park in the community is

now being developed to provide a new public access to the beach, while also accommodating other recreational amenities including trails, day use picnic areas and a playground. The municipal reserve currently has a perimeter chain link fence, and a combination of grassed and treed areas. In conjunction with this playground, improvements to the park will commence in 2026 with a stairway down to the water, a lookout point, picnic tables, waste receptacles, and potentially some trails. The contractor completing the park development features will be constructing an access to the playground from the adjacent street, then installing picnic tables and a waste receptacle adjacent to the playground. Playground proposals need only to deal with amenities including, and inside the playground edger.

3. Objective

The County is seeking a contractor to design, supply, and install playground. Proposals that include non-conventional equipment is encouraged, falling under the theme of natural play and connection to nature. Themes should focus on lake, forest, grassland and beach – reminiscent of the surrounding ecosystems.

The work details include, but not limited to:

- Budget available for project - \$90,000 (not including GST). Costs must be all-inclusive of design, construction, and re-establishment of the site for any disturbed areas caused by playground construction. Additions or value-added items beyond the stated budget will not be considered.
- The site is naturalized grass surrounded by mature trees. Stripping and grading will be required. Excess materials can be left in a consolidated pile on site, and it will be removed by others.
- Fall surface material shall consist of Engineered Wood Fiber (EWF) to a depth to meet CSA requirements, after settlement. The Contractor must ensure adequate EWF material to meet requirements after the one-year maintenance and warranty period.
- Playground area containing the EWF must be bordered using plastic border material.
- Contractor will perform all aspects of construction including, but not limited to,
 - o Site orientation and utility locates. Copies of utility locates are to be provided to the consultant.
 - o Supply and installation of sturdy perimeter fencing around the work area. As this location is adjacent to homes, careful attention must be paid to ensuring this fence is well-secured and remains in place until final sign-off.
 - o Supplying, installing and maintaining any site signage as required that, at minimum, includes 24-hour emergency contact information, the name of the Contractor and any prominent hazards that may be on site.
 - o Stripping of topsoil. Material to be stockpiled on site in a neatly consolidated stockpile to be removed by others.
 - o Delivery of products. Contractors must make own arrangement for any short-term storage of equipment on site in a well-secured location. The County will not be responsible for storage or protection of materials delivered to Lac La Biche.
 - o Erection and installation of equipment and border material.
 - o Installation of EWF substrate, ensuring adequate depths after settlement.
 - o Inspection of equipment. A third-party qualified playground inspector must complete this inspection and provide a written report, including all observations and recommended alterations or repairs. Once deficiencies have been rectified, the same inspector shall re-inspect the site and provide a clearance that the playground can then be opened to the public.

- Cleanup of site. Any areas outside the border of the playground must be topsoiled and seeded. The Contractor is responsible for ensuring the establishment of seeded areas including any required watering, topdressing and weed control until full establishment. Seeded areas may require protection with temporary fencing until grass fully establishes.

4. General Specifications

Proposal must represent the total costs associated with the Work and include all labour, equipment, and materials necessary for supply of deliverables, and incidental to the Work. A detailed schedule is also to be included with submissions. Work must be complete no later than September 30, 2026 in order to coordinate with other work on site by others.

Contractors will be required to provide a work plan that identifies location of laydown and staging area(s), site access points and extents of work area.

A pre-construction meeting is mandatory prior to commencing any Work onsite. This meeting shall be arranged by the Contractor at a time mutually favourable with the Consultant. The Contractor will be responsible for providing an updated schedule and any updates to the proposed laydown and staging area.

All required permits and locates are the responsibility of the Contractor and must be submitted prior to any construction start. Permit information and approval to be obtained through The Inspections Group. First and second call written documentation must be submitted to the County prior to any site work taking place.

All Work must comply with Lac La Biche County General Municipal Servicing Standards (GMSS) and all other applicable governing legislation. Link to County GMSS below.

<https://laclabichedcounty.com/Home/DownloadDocument?docId=e70426e8-c3c0-4a18-ade8-b05c38b26ca9>

5. Collaboration

The selected proponent will work closely with the Consultant, County representatives and other project team members that may be identified, as required.

6. RFP Questions and Addendums

All RFP related questions must be submitted in writing by email only by Thursday, March 26th, 2026 at 5:00 p.m. (MST) to jbuchko@authenticcity.ca to the attention of John Buchko.

Any questions regarding the submission process or technical aspects of the project must be made via email. Only email communication will be accepted.

All communication and RFP addendums will be provided by Addenda via Alberta Purchasing Connection.

7. Schedule

The following is an outline of the selection procedure and a tentative time schedule:

Event	Date
Release RFP	March 13, 2026
Questions about RFP Due	March 26, 2026, at 5:00 PM
Deadline for last addenda to be released	March 27, 2026, at 5:00 PM
Deadline for submission of Proposals	April 2, 2026, at 2:00 PM
Contract Award	April 9, 2026 (no later than)
Construction completion	September 30, 2026

8. Proposal Format and Requirements

The proposal should include the requested below. Information should be complete and demonstrate that the proponent can perform the work requested.

Project Plan and Timeline

Outline the proposed work plan, including a description of deliverables and timeline. Construction completion deadline will be determined by the lead time of deliverables. Submissions must include a detailed schedule including detailed design finalization, equipment production, equipment delivery, installation time, and establishment of disturbed landscape areas.

Designs

Submit only one playground design as part of this Request for Proposal. The minimum size of the coloured print design must be 11” x 17”. List any warranty that would be included on the equipment. Playgrounds should be designed to support children’s physical, emotional, social and intellectual development. Proposals must identify which areas and equipment is suited to which age category, demonstrating how separation is achieved for ages five to 12 years. Play experiences should be appropriate and challenging for the child’s age and development level. Playground structures should be permanently labelled to notify the public of the recommended age group.

Pricing and Budget

Based on the Scope of Work and preliminary findings, provide a breakdown of the estimated cost of this project. The maximum budget is \$90,000.00. If your budget exceeds this cost, please provide reasoning for the overages.

9. Evaluation Criteria

Proposals will be ranked based upon the merits of the written proposal and the qualifications and experience of the consultant team. Each reviewer will award a score based on a 100-point total as follows:

Evaluation Criteria	Weight
Project timeline, conforming to the identified completion date	20%
Overall design provided	50%
Overall quality and play opportunities, demonstrating suitability for ages five through 12 years old	20%
Pricing and budget (must be within the stated budget)	10%

The County reaffirms it's right to make any selection it deems prudent and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful proponent selected will perform a variety of duties as agreed upon in the final negotiated scope of work. The selected proponent and the County will finalize the contract terms and conditions. If the County and the selected proponent are unable to agree on terms and conditions at this point, the County may exercise its right to negotiate with other vendors.

10. Bid Submission

Interested proponents are to submit their proposal via electronic (PDF) copy addressed to:

Attention: Zina Sokorinski – Coordinator, Recreation & Social Services
PS-72-2026-03 – Mission Park Playground
email: zina.sokorinski@laclabichedcounty.com

Proposals will not be accepted if received after 2:00 p.m., Thursday, April 2nd, 2026

11. Proponents

The evaluation team may schedule interviews/presentations with one or more proponents in order to seek clarification and to provide a further opportunity to assess the short-listed proponents' understanding of the project requirements. Evaluations may be modified after interviews.

12. Award

Subject to the right to negotiate with other proponents as described in sections 9, the evaluation team may seek to negotiate a contract with the proponent that provided the proposal with the highest evaluated total score.

13. Procurement Method

The Invitation to Tender as per this RFP has been posted on Alberta Purchasing Connection for public tendering as per Lac La Biche County Procurement Policy. All submissions will be evaluated.

14. General Terms & Conditions

ARTICLE 1 – INTERPRETATION

1.01 Defined Terms

When used in the Contract, the following words or expressions have the following meanings:

“Conflict of Interest” includes, but is not limited to, any situation or circumstance where the Supplier's other commitments, relationships, or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the Contract.

“Contract” means the purchase order for the Deliverables issued by the Purchaser to the Supplier (the **“Purchase Order”**), including these Purchase Order Terms and Conditions.

“Deliverables” means the goods and/or services as described in the Purchaser Order.

“Indemnified Parties” means the Purchaser, its elected officials, directors, officers, agents, employees, and volunteers.

“**Industry Standards**” include, but are not limited to: (a) the provision of all labour, supplies, equipment and other goods or services that are necessary and can reasonably be understood or inferred to be included within the scope of the Contract or customarily furnished by parties providing goods or services similar to the Deliverables in similar situations in Alberta and; (b) adherence to commonly accepted norms of ethical business practices, which shall include the Supplier establishing, and ensuring adherence to, precautions to prevent its employees or agents from providing or offering gifts or hospitality of greater than nominal value to any person acting on behalf of or employed by the Purchaser;

“**Purchaser**” means Lac La Biche County.

“**Rates**” means the price, in Canadian funds, to be charged for the Deliverables, as set out in the Contract, representing the full amount chargeable by the Supplier for the provision of the Deliverables, including but not limited to: (a) all applicable duties and taxes; (b) all labour and material costs; (c) all travel costs; (d) all costs associated with insuring, transporting and delivering the Deliverables to the Purchaser at its address specified on the Purchase Order; (e) all insurance costs; and (f) all other overhead, including any fees or other charges required by law.

“**Related Entities**” include directors, officers, employees, agents, partners, affiliates, volunteers, and subcontractors.

“**Requirements of Law**” means all applicable requirements, laws, statutes, codes, acts, ordinances, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licenses, authorizations, directions, and agreements with all authorities that now or at any time hereafter may be applicable to either the Contract or the Deliverables or any part of them; and

“**Supplier**” means the supplier identified on the face of the Purchase Order.

ARTICLE 2– GENERAL TERMS

2.01 Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Alberta and the federal laws of Canada applicable therein.

2.02 Entire Contract

The Contract, together with any additional documentation referenced in the Purchase Order, sets forth the entire agreement between the parties with regard to the provision of the Deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the parties. In the event of any ambiguity, conflict or inconsistency between these Purchaser Order Terms and Conditions and any terms and conditions contained in any acknowledgement, order or any other

form issued by the Supplier, these Purchase Order Terms and Conditions shall prevail. Changes to the Contract shall only be made by the issuance of an amended Purchase Order by the Purchaser to the Supplier.

2.03 Notices

Notices shall be in writing and shall be delivered by mail, personal delivery or email and shall be addressed to the contact identified on the face of the Purchase Order.

2.04 Severability

If any term or condition of the Contract, or the application thereof, is to any extent invalid or unenforceable, the remainder of the Contract, and the application of such term or condition (except to the extent to which it is held invalid or unenforceable), shall not be affected.

2.05 No Indemnities from Purchaser Nothing in the Contract, whether express or implied, will directly or indirectly increase the indebtedness or contingent liabilities of the Purchaser beyond the obligation to pay the Rates in respect of Deliverables accepted by the Purchaser.

2.06 Force Majeure

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Contract where such delay or failure is caused by an event beyond its reasonable control, such as natural disasters, acts of war, insurrection, and terrorism. If a party seeks to rely on a force majeure event, that party shall immediately notify the other party of the reason for and anticipated period of any delay.

2.07 Survival

This paragraph and paragraphs 2.01, 2.04, 2.05, 3.02, 3.04, 4.01, 6.02 shall survive the termination or expiry of the Contract, as shall any other provision which by its nature ought to reasonably survive such termination or expiry.

ARTICLE 3 – RELATIONSHIP BETWEEN PURCHASER AND SUPPLIER

3.01 Supplier’s Power to Contract

The Supplier represents and warrants that it has the full right and power to enter into the Contract and there is no agreement with any other party that would in any way interfere with the rights of the Purchaser under this Contract.

3.02 Supplier Not a Partner, Agent or Employee

The Supplier shall have no power or authority to bind the Purchaser or to assume or create any obligation or responsibility, express or implied, on behalf of the Purchaser. The Supplier shall not hold itself out as an agent, partner or employee of the Purchaser. Nothing in the Contract shall have the effect of creating an employment, partnership or agency relationship between

the Purchaser and the Supplier or any of the Supplier's Related Entities.

3.03 Non-Exclusive Contract, Work Volumes

The Purchaser makes no representation regarding the volume of goods and services required under the Contract and reserves the right to contract with other parties for goods and services the same as or similar to the Deliverables.

3.04 Responsibility of Supplier

The Supplier agrees that it is liable for the acts and omissions of its Related Entities. The Supplier shall advise its Related Entities of their obligations under the Contract and shall ensure their compliance with the applicable terms of the Contract.

3.05 No Subcontracting or Assignment

The Supplier shall not subcontract or assign the whole or any part of the Contract without the prior written consent of the Purchaser. Such consent shall be in the sole discretion of the Purchaser and subject to the terms and conditions that may be imposed by the Purchaser. Nothing in the Contract, or in such consent, creates a contractual relationship between any subcontractor and the Purchaser.

3.06 Conflict of Interest

The Supplier shall: (a) avoid any Conflict of Interest in the performance of its contractual obligations; (b) give notice to the Purchaser without delay of any actual or potential Conflict of Interest that arises during the performance of its contractual obligations; and (c) comply with any requirements prescribed by the Purchaser to resolve any Conflict of Interest.

3.07 Contract Binding

The Contract can be enforced by and is binding upon the parties and their successors, executors, administrators, and their permitted assigns.

ARTICLE 4 – PERFORMANCE BY SUPPLIER

4.01 Deliverables Warranty

The Supplier represents and warrants that the Deliverables (i) shall be provided diligently in a professional and competent manner by persons qualified and skilled in their occupation in accordance with: (a) the Contract; (b) Industry Standards; and (c) the Requirements of Law; and (ii) shall be free from defects in material, workmanship and design, suitable for the purposes intended, in compliance with all applicable specifications and free from liens or encumbrance on title. The Supplier represents and warrants that the use or sale of the Deliverables purchased under this Contract will not infringe any patent, copyright, or trademark.

4.02 Delivery and Risk

Unless otherwise stated on the face of the Purchase Order, all Deliverables shall be delivered F.O.B. Destination, Freight Prepaid.

No transportation or delivery charges of any kind, including, without limitation, packing, storage, cartage, or customs brokerage charges, shall be paid by the Purchaser, unless specifically provided for on the face of the Purchaser Order. The Deliverables remain at the risk of the Supplier until the Deliverables are received by the Purchaser.

4.03 Inspection and Acceptance

Receipt of the Deliverables at the Purchaser's location does not constitute acceptance of the Deliverables by the Purchaser. The Deliverables are subject to the Purchaser's inspection and acceptance within a reasonable period of time after delivery or completion of services. If any of the Deliverables, in the opinion of the Purchaser, are inadequately provided or require corrections, the Supplier shall make the necessary corrections at its own expense as specified by the Purchaser in a rectification notice.

4.04 Time

Time is of the essence of this Contract.

ARTICLE 5 – PAYMENT FOR DELIVERABLES

5.01 Payment According to Contract Rates The Purchaser shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the Purchaser of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the Purchaser. Payment shall be subject to any holdbacks or requirements of any applicable laws in relation to the Deliverables.

All invoices submitted by the Supplier must include the amount invoiced, exclusive of GST, and the amount of GST shown separately.

The Purchase Order number must appear on all documentation relating to the Contract, including, but not limited to, invoices and delivery/packing slips to be processed by the Purchaser.

5.02 No Expenses or Additional Charges the Supplier shall pay all applicable taxes and duties, including excise taxes, incurred by or on the Supplier's behalf with respect to the Contract. There shall be no charges payable by the Purchaser to the Supplier other than the Rates.

ARTICLE 6 – INSURANCE AND INDEMNIFICATION

6.01 Insurance

The Supplier shall put into effect commercial general liability insurance, in a form acceptable to the Purchaser, in an amount not less than \$5,000,000, with the Purchaser

named as an additional insured. The Supplier will also put into effect such other additional insurances as required by the Purchaser. The Supplier shall provide the Purchaser with evidence of insurance upon request.

6.02 Supplier Indemnity

The Supplier agrees to indemnify and save harmless the Indemnified Parties from all losses, claims, damages, actions, causes of action, costs (including legal costs on a solicitor and his own client basis) and expenses that the Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this Contract ends, including for infringement of third-party intellectual property rights or for third party bodily injury (including death), personal injury and property damage, arising or occurring, directly or indirectly, by reason of any act or omission of the Supplier or its Related Entities, except to the extent that such liability arises out of the independent acts or omissions of the Indemnified Parties.

ARTICLE 7 – TERMINATION

7.01 Default and Termination

In the event the Purchaser is in default of the Contract, the

Purchaser may at its option take any steps necessary to remedy such default at the expense of the Supplier, and/or may terminate this Contract without in any way limiting the liability of the Supplier or any rights of remedies of the Purchaser under the Contract, at law or in equity.

7.02 Termination for Convenience

Notwithstanding section 7.01, the Purchaser may also terminate the Contract at any time without cause by providing written notice to the Supplier. In the event of a termination pursuant to his section 7.02, the Purchaser shall be liable to the Supplier only for payment of the Rates in respect of Deliverables accepted by the Purchaser up to the date of termination, plus any prepaid expenses or costs incurred by the Supplier directly arising from such early termination. The Purchaser shall have no liability for any other amounts, including for any loss of profit by the Supplier, and such termination shall not limit any liability of the Supplier for any obligations under the Contract arising prior to such termination.

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