

Request for Proposal
Lac La Biche County

Fork Lake Campground Redevelopment
Detailed Design

RFP No.: PS-72-2026-01



Proposal Closing Date and Time:

Proposals must be received by
Tuesday, March 12, 2026
by 2:00 p.m. (MST)



Lac La Biche County

P.O. Box 1679

Bold Center, 8702-91st Avenue

Lac La Biche, AB T0A 2C0

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Request for Proposal (RFP)
Selection of Professional Consultant for
RFP No.: PS-72-2026-01

Invitation

Lac La Biche County (the “County”) invites the submission of Proposals from qualified consultants to provide professional planning and detailed design for the Fork Lake Campground Redevelopment Project (the “Project”).

This RFP is being issued as an invitational competitive process to a select number of proponents and may also be posted on the County’s website. The anticipated value of the services is below the Alberta Purchasing Connection (APC) posting threshold.

Context

Fork Lake Campground is a County-operated recreational facility located on lands legally described as NW-13-63-11-W4, with a civic address of 63268 Highway 867. The approximately 5.59-acre campground has been operated by Lac La Biche County since approximately 2010, following a formal transfer from the Province of Alberta.

The campground provides seasonal overnight camping and day-use opportunities and includes a mix of serviced and non-serviced campsites, internal roadways, parking areas, washrooms, and beach/day-use amenities. Over time, the County has undertaken incremental improvements, planning initiatives, and capital investments to support safe operation, visitor experience, and long-term site sustainability.

Fork Lake includes a County-owned and maintained boat launch located elsewhere on the lake serving the surrounding communities. Fork Lake Campground is uniquely situated as a lakefront site with direct beach access and accommodates both overnight camping and day-use recreation. As a result, the site experiences competing recreational demands and requires careful consideration of vehicle access management, shoreline protection, and environmental impacts.

This RFP is intended to build on the campground’s established history while supporting continued operational quality, visitor experience, and long-term site sustainability.

Purpose

The purpose of this Request for Proposal (RFP) is to engage a qualified consultant to provide professional services to support the assessment, planning, detailed design for refurbishment and associated site improvements at Fork Lake Campground.

Proponents must demonstrate relevant experience in the design and delivery of campground, park, or outdoor recreation projects, particularly within lake-adjacent or waterfront environments. Experience working in seasonal recreational settings is required.

The successful proponent must demonstrate knowledge of applicable environmental regulations, shoreline protection requirements, and best practices for managing public access in sensitive lakefront areas. Proposed approaches must balance recreation, environmental stewardship, vehicle access management, and long-term site sustainability.

Proponents must also demonstrate the ability to deliver cost-effective services and work effectively within municipal approval processes and approved funding limits.

Project Description & Anticipated Scope

The following section outlines the general characteristics of the site and the anticipated scope of professional services.

Fork Lake Campground includes both overnight camping and day-use areas, internal circulation routes, shoreline access, and associated infrastructure. The campground layout, amenities, and general site context are illustrated in Appendix A and Appendix B, respectively.

The Project will include professional consulting services related to the assessment and redevelopment of existing campground facilities and infrastructure. While final scope and phasing will be confirmed through the consultant's work, services are anticipated to include, but are not limited to, the following:

- Review of existing site conditions, facilities, and infrastructure
- Review of available background information, reports, and historical records
- Consideration of historical operational issues, user feedback, and documented complaints
- Identification of site constraints, risks, and opportunities
- Development of design concepts and redevelopment options
- Phasing and implementation strategy development
- Order-of-magnitude cost estimates
- Support for tendering and procurement, if required
- Consideration of environmental constraints, regulatory requirements, and mitigation measures related to shoreline access and protection.

The County reserves the right to refine scope, sequencing, and project phases based on funding, approvals, and project priorities.

Schedule

The following anticipated schedule is subject to change at the County's discretion:

Activity	Date
Issue RFP	February 25, 2026
Deadline for Questions	March 11, 2026 at 10:00 AM
RFP Closing	March 12, 2026 at 2:00 PM
Notice of Award	March 16, 2026
Project Start Date	March 30, 2026
Project Completion Date	August 1, 2026

Submission Instructions

Proponents are to submit one (1) electronic copy of their proposal in PDF format.

Submission Deadline: March 12, 2026 at 2:00 PM

Submission Method: Email to: Anthony.nowicki@laclabichecounty.com

Subject Line: RFP No. PS-72-2026-01 – Fork Lake Campground Redevelopment

Late submissions will not be accepted.

Evaluation of Proposals

Proposals will be evaluated using the following weighted criteria:

Criteria	Weight
Project Understanding and Approach	30
Relevant Experience and Past Projects	25
Project Team Qualifications	15
Value for Service (Fee Proposal)	30
Total	100

The County intends to award the contract to the proponent offering the best overall value, not necessarily the lowest price.

Clarifications and Addenda

Requests for clarification must be submitted in writing by email to the RFP Contact. Responses to questions and any clarifications will be issued by addenda and distributed to all invited proponents.

Expenses

The County will not be responsible for any costs incurred by proponents in the preparation or submission of proposals.

Confidentiality

Information submitted in response to this RFP may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act (Alberta)*.

Cancellation

Lac La Biche County reserves the right to cancel this RFP, reject any or all proposals, or waive irregularities at its sole discretion.

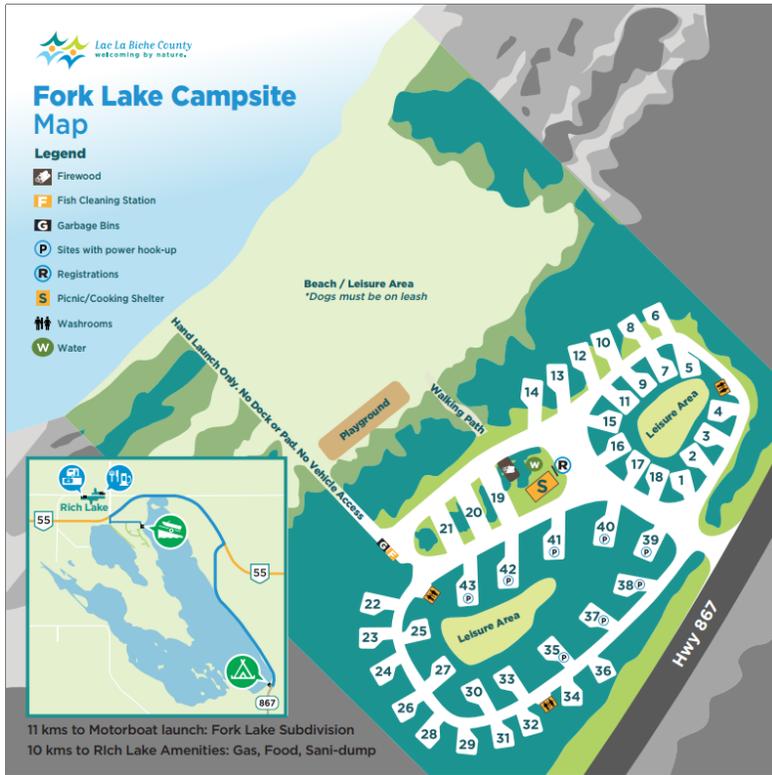
Governing Legislation

This RFP is subject to all applicable legislation, including the Municipal Government Act, FOIP, and the bylaws and policies of Lac La Biche County.

Terms and Conditions

The County's standard Terms and Conditions are attached as Appendix C and shall apply to any agreement resulting from this RFP.

Appendix A: Fork Lake Campground Site Map



Appendix B: Aerial Site Context (For Reference Only)



“Appendix C”

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 Purchase 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 Purchase 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 in order 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.