



REQUEST FOR PROPOSALS

Safety Codes Service Provider

Lac La Biche County
RFP Number: PD-61-2022-03

Proposal Closing Date and Time:
Proposal must be received by
Wednesday November 30, 2022
at 4:00p.m. (local time)



Lac La Biche County
welcoming by nature.

Lac La Biche County
P.O. Box 1679
13422 Hwy 881
Lac La Biche, AB, T0A 2C0
Phone: 780-623-1747 / Fax:780-623-2039

REQUEST FOR PROPOSAL – Safety Codes Service Provider

**Selection of Planning and Development Consultant for
RFP No.: PD-61-2022-03**

Responses will only be considered if received in the Lac La Biche County Centre
office no later than the closing date:
4:00p.m. local time, Wednesday, November 30, 2022

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1. DEFINITIONS

“Agency” means the proponent whose proposal has been accepted by Lac La Biche County and is awarded a contract to carry out the work.

“The County” means Lac La Biche County.

“Proponent” means a responder to this RFP.

“Proposal” means a proposed plan to carry out the work, submitted by a proponent in response to the RFP.

“Quality Management Plan (QMP)” means the County’s Quality Management Plan approved on April 11, 2018.

“RFP” means Request for Proposals.

“Work” means and includes all tasks required to be done for the fulfillment and completion of the delivery of safety code services, in accordance with this RFP, the County’s Quality Management Plan and the Safety Codes Act.

2. REQUEST FOR PROPOSAL

The objective of this Request for Proposal (RFP) is to solicit written proposals from accredited inspection agencies to provide inspection services and plan reviews within the Lac La Biche County. The County requires qualified inspectors in the Building, Plumbing, Electrical, Gas, and Private Sewage Disposal System disciplines in order to maintain the level of services outlined in the County’s Quality Management Plan (QMP).

Your organization is hereby invited to submit a proposal for the provision of Safety Codes Services in the Building, Electrical, Plumbing, Gas, and Private Sewage Disposal Systems disciplines to the County, as detailed in this Request for Proposal.

3. LAC LA BICHE COUNTY BACKGROUND

Lac La Biche County is a specialized municipality in northeastern Alberta, and home to more than 8,500 residents. The economic foundation of the County is its energy sector, forestry, agriculture, and tourism. The County has a total area of 17,731km², approximately 70% of which is designated as Crown Land. Lac La Biche County is governed by a Mayor and eight (8) Councillors, who together determines the municipality’s strategic direction, creates bylaws and policies and sets an annual budget for operational and capital projects.

Lac La Biche County’s Strategic Plan (2022-2032) identifies Service Excellence as one (1) of Council’s six (6) priorities. The goal for Service Excellence has set the standard for service delivery that will sustain and improve the quality of life of residents.

The County is responsible for the administration, effectiveness and compliance of safety code permits and has maintained accreditation under the Safety Codes Act for 23 years.

The County will continue to strive for Service Excellence by ensuring Planning and Development staff and the Agency work together to educate residents, developers, and contractors on the regulations of the Safety Codes Act and the importance of obtaining safety code permits. Planning and Development staff maintain a high quality of customer service and the expectation will be that the Agency will support County staff in the delivery of services in a timely, professional manner and provide the same level of service to customers.

4. LAC LA BICHE COUNTY PERMIT ACTIVITY

The number of safety code permits issued between 2019 and 2021 was 1517 valued at \$398,302.32.

The table below displays all safety code permits issued between 2019 and 2021.

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Yearly Totals	Yearly \$ of Permits
2019	Building	8	8	9	17	20	16	21	17	14	5	13	3	151	\$ 93,716.77
	Electrical	10	12	5	15	17	25	19	14	13	20	11	8	169	\$ 29,904.40
	Plumbing	6	0	7	4	7	6	6	9	7	10	4	6	72	\$ 10,105.75
	Gas	9	6	13	6	4	4	2	17	13	20	14	6	114	\$ 14,433.40
	PSDS	2	1	1	1	2	5	8	2	7	2	3	5	39	\$ 9,613.50
	Monthly Totals	35	27	35	43	50	56	56	59	54	57	45	28	545	\$ 157,773.82
2020	Building	2	1	6	3	15	20	15	24	7	13	10	4	120	\$ 66,828.10
	Electrical	9	0	8	7	23	21	16	21	20	30	11	5	171	\$ 33,225.80
	Plumbing	2	2	6	2	5	12	10	11	10	8	4	5	77	\$ 10,700.00
	Gas	5	3	2	2	4	10	6	11	13	17	13	7	93	\$ 10,975.00
	PSDS	0	0	0	0	1	4	7	4	1	4	4	1	26	\$ 5,100.00
	Monthly Totals	18	6	22	14	48	67	54	71	51	72	42	22	487	\$ 126,828.90
2021	Building	2	1	5	12	12	13	15	10	18	8	6	3	105	\$ 49,648.00
	Electrical	8	3	9	19	17	37	22	15	16	20	19	5	190	\$ 36,051.60
	Plumbing	1	4	6	4	5	15	9	6	7	8	9	0	74	\$ 12,800.00
	Gas	6	3	4	2	8	9	4	4	15	14	18	4	91	\$ 9,900.00
	PSDS	2	0	0	2	0	4	8	2	1	3	2	1	25	\$ 5,300.00
	Monthly Totals	19	11	24	39	42	78	58	37	57	53	54	13	485	\$ 113,699.60

5. CONTENT OF PROPOSAL

PROPOSAL FORMAT

Proponents' submission must be prepared in the same order in which section 5 of this RFP has been prepared.

5.1. COVER LETTER

A cover letter shall accompany the Proposal and be dated and signed by an official authorized to negotiate, make commitments and provide any clarification with respect to the proposal on behalf of the vendor.

5.2. EXECUTIVE SUMMARY

An executive summary which will include: a brief corporate profile which will cover the organization's key attributes, office location(s), and proof that the organization is in good standing with the Safety Codes Council and the Worker's Compensation Board.

5.3. RESPONSE TO REQUIREMENTS

The Proposal will be based on the ability to deliver services in accordance with the County's Quality Management Plan which is attached as Schedule 'A.' Proponents are required to detail their organization's ability to satisfy all aspects of the requirements as outlined in this section.

- 5.3.1.** The proponent's knowledge and understanding of Lac La Biche County and the safety code services that are required in the County and in accordance with their QMP.
- 5.3.2.** A schedule showing timelines on plan reviews, permit issuance and site inspections.
- 5.3.3.** Contact information for ratepayers, contractors and others who may require safety code information or assistance from a Safety Codes Officer.
- 5.3.4.** How will the proponent make Safety Codes Officers and other support staff available for any required consultation with other municipal departments including, but not limited to: Planning and Development, Public Works, Utilities and Emergency Services.
- 5.3.5.** The Proponent is to provide a description of its access to information for County residents such as information bulletins, website, technical support, permit and compliance booklets, and printed brochure materials.
- 5.3.6.** How the Proponent, working alongside the Planning and Development department, will ensure that all development in the County obtains the required safety code permits.
- 5.3.7.** How the Proponent will undertake the compliance monitoring and enforcement action, if necessary, in accordance with the County's QMP.
- 5.3.8.** How the Proponent will assist the County with enforcement complaints that require investigations.
- 5.3.9.** How the Proponent will provide services during peak demand periods or in the event of the suspension, termination, or loss by some other means or one of more Safety Codes Officers providing services on a regular basis in the County.
- 5.3.10.** How will the transition of Safety Codes Services to another agency or the County be managed.
- 5.3.11.** How the Proponent proposes to manage records, including the handling of month end billing and year end audits.
- 5.3.12.** How the Proponent will assist the County and their residents with additional inspections for subdivisions, compliance checks, enforcement, or as classified as a Fee for Service.

5.4. QUALIFIED PERSONNEL

Proponents must provide resumes for the relevant Safety Codes Officers (SCO) who will be assigned to provide Safety Code Service to the County.

Resumes must include for each SCO:

- I. their level of certification;
- II. background and training;
- III. years of experience; and
- IV. experience in similar municipalities.

Proponent's bids must include any agencies or organizations to which work will be sub-contracted. If this is applicable, the same information that is required above will be required for the sub-contracting agency or organization's SCOs and permit issuers.

5.5. QUALITY CONTROL MEASURES

The Proponent shall provide and exercise the standard care, skill, and diligence required by accepted professional practices and procedures developed by professional bodies in the performance of the services. These measures are to be transparent and available to the County.

5.6. REPORTING STRUCTURES & DATABASE MANAGEMENT

The County utilizes eSITE which is a web-based application designed, developed, supported, and hosted by the Safety Codes Council. eSITE is used as an effective tool to manage all permit related data including tracking permits, permit status, deficiencies and generating Permit Service Reports.

The successful Proponent will be required to use this system, enter all necessary data for the file from start to close, and work with the County's Planning and Development department to ensure the data is organized and managed in a manner that works as efficiently as possible.

5.7. HEALTH AND SAFETY

Health and Safety is paramount on all work being completed for and in the County. The proponent shall have a health and safety program that reflects the same goals and visions of the County's OH&S program.

The proponent shall also maintain good standing with the Worker's Compensation Board (WCB) of Alberta covering all workers who will be involved in any services delivered within the County. Evidence of WCB standing will be required with proponent's submission.

5.8. CONTRACT RATES

Proponent's submissions must include a fee schedule which will identify the contract rates and percentage splits for each discipline.

5.9. FEES, OTHER CHARGES & PAYMENTS

Planning and Development staff will accept permit applications and collect payment for all safety code disciplines. Additionally, County staff will issue Electrical, Plumbing and Gas permits through their Designation of Powers. Building and Private Sewage Disposal System permits will be submitted to the Agency for review and issuance. Planning and Development staff will work with the Agency to ensure each party has the relevant information.

- 5.9.1.** The County will collect all payment fees and remit payment of Safety Code Council levies for all Buildings, Electrical, Plumbing, Gas and Private Sewage Disposal Systems permits pursuant to the Safety Codes Act and Regulations. Compensation to the Agency for administrating the safety codes program will be based on the approved proposal submitted with the RFP in accordance with the fee schedule.
- 5.9.2.** Proponent's submissions must specify what safety code related services will be provided over and above regular day to day inspections and permit issuance.
- 5.9.3.** Proponent's submissions must also include any additional charges that may be incurred by the County for additional services above and beyond the requirements of the QMP.
- 5.9.4.** Proponent's bids must include a proposed billing and invoicing schedule.
- 5.9.5.** Proponent's bids must include a breakdown of rates for:
 - 5.9.5.1.** Inspections
 - 5.9.5.2.** Plan Reviews
 - 5.9.5.3.** Re-Inspections
 - 5.9.5.4.** Fee for service (sewage inspections for subdivision, permit compliance, etc.)
 - 5.9.5.5.** Fee for service (enforcement)
 - 5.9.5.6.** Any other expected costs
 - 5.9.5.7.** The proponent should provide an outline explaining how invoicing will be handled between the County and the agency.

5.10. COMMUNITY EDUCATION

In keeping with Lac La Biche County Council's strategic goal of Service Excellence, the Proponent must include their action plan in assisting Planning and Development and / or any other municipal departments (if applicable) on community engagement. This will include assisting residents, developers, contractors, and other professionals in understanding the various disciplines that falls under the County's accreditation. Community education will include in person sessions to update residents, developers and or contractors on code revisions, permitting process and offer an opportunity to share information. Community education sessions will be scheduled on an as needed basis.

5.11. REFERENCES

The Proponent shall include three (3) municipal references with their Proposal package. References shall include the name of the municipality and contact person complete with their title and contract information. The references provided must reflect municipalities for which similar Safety Codes Services are being provided.

6. PROPOSAL SUBMISSION

Proposal submission must be in a sealed envelope marked with “**Request for Proposal for Safety Codes Service Provider**” with a cover letter and a return mailing address.

Submission Location:

Lac La Biche County Center
13422 HWY 881
Lac La Biche, AB T0A 2C0
Attention: Diane Cloutier

Proposals may be delivered by hand, courier, mail or email. Proposals must be received at the front reception desk at the submission location before the closing time on the closing date, or they will not be accepted for this RFP.

Proponents delivering Proposals by hand, courier, or mail must provide one (1) bound copy and one (1) complete digital copy of the Proposal in PDF format. Font size shall be 12-point Times New Roman or equivalent. A copy may be sent via email to: diane.cloutier@laclabichedcounty.com.

Each Proponent is responsible for verifying that their Proposal is complete and meets the criteria of this RFP.

Proposals received late will not be considered and will be recycled. Ambiguous or unreadable Proposals may be cause for rejection.

7. PROJECT INQUIRIES

Proposal inquiries shall be directed to:

Diane Cloutier
Manager Planning and Development
Phone: (780)623-6732
Email: diane.cloutier@laclabichedcounty.com.

8. EVALUATION CRITERIA AND PROPOSAL SELECTION

Proposals will be evaluated based on the inclusion of the information submitted with their RFP

Criteria	Weight
Ability to deliver services in accordance with the County's Quality Management Plan	30
Contract Rates	30
Corporate reputation (reference)	15
Proposal quality (layout, readability, adhere to RFP format requirements, etc.)	15
Enhanced Services	10
TOTAL	100

Total Score	Evaluation
76-100	Excellent - Fully exceeds expectations. Excellent probability of success
51-75	Good - Somewhat exceeds expectations. High probability of success
26-50	Fair - Fully meets expectations. Good probability of success
0-25	Poor - Partially meets expectations. Fair probability of success

9. PROPOSAL ACCEPTANCE AND REJECTION

The County reserves the right not to be held liable for misunderstandings or errors in this RFP. Furthermore, the County at its sole discretion, reserves the right to take any of the following actions:

- Accept any Proposals
- Reject any Proposal it considers not to be in its best interest
- Reject all or any part of a Proposal
- Waive any minor irregularities or insufficiencies in a submitted Proposal
- Issue addenda to the Request for Proposal
- Contact references provided by Proponents
- Request point of clarification to assist the County in evaluating Proposals
- Negotiate change with the successful Proponent

The highest scoring proposal will be the basis for recommendation.

The County reserves the right to modify the scope of the project and reserves the right to reject any and all Proposals, to waive informalities and enter into a contract for professional services that will be in the best interests of Lac La Biche County. Lac La Biche County at its sole discretion, may revoke the notice of award and in this instance the original proposal call may be nullified, revised and/or put out for another proposal call.

10. OWNERSHIP OF THE PROPOSALS

All documents, including Proposals submitted to the County become the property of the County. All received documents will be held in confidence by the County, subject to the provisions of FOIP.

11. CONFIDENTIALITY OF INFORMATION

Information submitted by the Proponent as a result of participation in this RFP is confidential and must not be disclosed unless as authorized in writing by the County.

12. INCURRED COSTS

The County is not liable for any costs of preparation of Proposals, or any other cost associated with responses to the RFP.

13.CONTRACTUAL WARRANTIES

Claims made in the Proposal shall not constitute contractual warranties. Any provisions in the Proposals may be included in the main body of the contract.

14.INSURANCE AND BONDING

Proponents are required to submit their Proposal evidence of the following insurance coverage:

- 14.1.1.** Comprehensive or Commercial general liability in an amount of not less than five million dollars (\$5,000,000) inclusive per occurrence, and annual aggregate, if any, of not less than five million dollars (\$5,000,000) insuring against bodily injury or damage to property of others (including loss of use thereof).
- 14.1.2.** All risks liability to include valuable paper and records insurance on all such items pertaining to the services in an amount adequate to enable their reconstruction.
- 14.1.3.** Errors and omissions in an amount not less than two million dollars (\$2,000,000) per occurrence.
- 14.1.4.** Automobile liability insurance shall be provided and shall be in place at not less than two million dollars (\$2,000,000)
- 14.1.5.** An additional umbrella liability of two million dollars (\$2,000,000).
- 14.1.6.** If applicable, aircraft liability insurance covering bodily injury (including passenger hazard) and property damage with inclusive limits of not less than two million dollars (\$2,000,000) any one occurrence.

If successful, the Proponent shall add Lac La Biche County to their comprehensive general liability policy as an additional insured.

15.DISCLAIMER OF LIABILITY AND INDEMNITY

By submitting a Proposal, a Proponent agrees:

- To be responsible for conducting its own due diligence when compiling information for the submission of their Proposal;
- That it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- That all necessary information is gathered to perform all of its obligations under its Proposal and the contract;
- That they are responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal.
- To hold harmless the County, its elected officials, officers, employees, agents or advisors and all of their respective successors and assignees, from all claims, liability and cost related to all aspects of the RFP process.
- That it shall not be entitled to claim against the County, its elected officials, officers, employees, agents or advisors on grounds that any information, whether obtained from the County or otherwise (including information made available by its elected officials, officers, employees, agents or advisors,

regardless of the manner or form in which the information is provided) is incorrect or insufficient.

- That the County will not be responsible for any costs, expenses, losses, damages or liability incurred by the proponent as a result of or arising out of submitting a proposal or due to County's acceptance or non-acceptance of its proposal; and
- To waive any right to contest in any proceeding, case, action or application, the right of the County to negotiate with any Proponent for the contract whomever the County deems, in its sole and unfettered discretion, to have submitted the Proposal most beneficial to the County.

16.TENDER & CONTRACTUAL RELATIONSHIP

This procurement process is not a tendering process. It is part of an overall procurement process intended to enable the County to identify a potential successful Proponent. A submission of a Proposal does not constitute legal binding agreement between the County and any Proponent. For greater certainty, by submission of its Proposal, the Proponent acknowledges and agrees that there will be no initiation of contractual obligations between the County and the Proponent arising from this RFP or the submission of the Proposal. Further, the Proponent acknowledges and agrees that this procurement model is not a tender but a request for Proposal. A Proposal may be rescinded by a proponent at any time prior to the execution of the Contract.

17.FREEDOM OF INFORMATION AND PRIVACY ACT

The County acknowledges that a Proposal may contain information in the nature of trade secrets or commercial, financial, labor relation, scientific or technical information of or about a Proponent. The County acknowledges and agrees that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. Responders may wish to seek their own legal advice on specific aspects of their obligations.

The County is bound by the Freedom of Information and Protection of Privacy Act of Alberta and all documents submitted to the County will be subject to the provisions of this legislation.

18.DURATION OF THE CONTRACT

The County will require the successful Proponent to enter into a contract with the County. The contract will be for a three (3) year term, with mutually agreed upon individual options for extension.