



# **Regional Evacuation Modelling Request for Proposal (RFP) FOR CONSULTING SERVICES**

**SUMMARY:**

The Town of Canmore, in partnership with the Town of Banff and MD of Bighorn, is seeking a consultant to develop a regional transportation evacuation model for the Bow Valley. This collaborative initiative addresses unique evacuation challenges including limited transportation corridors (Highway 1 and 1A), high visitor volumes, transit-dependent populations, and interconnected municipal geography. The consultant will compile baseline data on population and transportation networks, develop evacuation scenarios, model scenarios using best practice, and prepare a comprehensive reference document with modelling results and municipal planning guidance.

<b>REFERENCE NUMBER:</b>	<b>CAP #7390</b>
<b>CLOSING DATE:</b>	<b>October 3, 2025</b>
<b>CLOSING TIME:</b>	<b>14:00:00 Mountain Time Zone</b>
<b>DATE ISSUED:</b>	<b>September 9, 2025</b>
<b>NOTE:</b>	<b>RESPONSES WILL NOT BE OPENED PUBLICLY</b>

## Table of Contents

1.0	INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR PROPOSALS .....	1
1.1	Instructions .....	1
2.0	GENERAL CONDITIONS OF RESPONSE .....	2
2.1	Purpose of the Request for Proposal (RFP) .....	2
2.2	Submission of Response to the RFP .....	2
2.3	No Commitment .....	2
2.4	Limitation of Liability .....	2
2.5	Acceptance or Rejection .....	3
2.6	Questions and Clarifications .....	3
2.7	Discrepancies in Numbers .....	4
2.8	Confidentiality and Freedom of Information and Protection of Privacy Act .....	4
2.9	Cost of Preparation .....	5
2.10	Ownership of Submissions .....	5
2.11	Clarification from Proponents.....	5
2.12	Proponent Performance .....	5
2.13	Length of Agreement.....	5
2.14	Form of Contract .....	6
2.15	Services Terms and Conditions .....	6
2.16	Staff Changes .....	6
2.17	Non-Assignment.....	6
2.18	Deposits .....	6
2.19	Terms of Payment.....	6
2.20	Insurance and Workers' Compensation Board Requirements .....	6
2.21	Indemnification .....	7
2.22	Information Security Standards.....	7
2.23	Canadian Free Trade Agreement .....	7
2.24	Debriefing: the Town of Canmore will offer a debrief to unsuccessful Proponents on request. ....	7
3.0	PROJECT OVERVIEW AND SCOPE.....	8
3.1	RFP Definitions .....	8
3.2	Project Description/ Description of Need .....	8
3.3	Project Site.....	8
3.4	Scope Overview/ Scope of Services.....	8
3.5	Anticipated Project Schedule .....	10
4.0	RESPONSE REQUIREMENTS AND EVALUATION CRITERIA.....	11
4.1	Format and Outline of Responses .....	11
4.2	Proposal Submission Requirements.....	11
4.3	Evaluation Process .....	11
4.4	Confidentiality of Evaluation.....	12



4.5 RFP Schedule ..... 12

5.0 SIGNATURE, ACKNOWLEDGMENT AND WAIVER SHEET ..... 13

## 1.0 INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR PROPOSALS

### 1.1 Instructions

1.1.1 Closing Date and Time: Proposals must be received not later than 14:00:00 hours Mountain Time Zone (Canmore local time) on October 3, 2025

1.1.2 Responses are to be delivered to:

Town of Canmore

902 7<sup>th</sup> Avenue

Canmore, AB, T1W 3K1

Attention: Caitlin Miller

Manager of Protective Services / Director of Emergency Management

Proponents shall submit their proposal to the Town of Canmore by email to

[caitlin.miller@canmore.ca](mailto:caitlin.miller@canmore.ca) The proposal document is to be in PDF format only (.pdf) and all components shall be formatted and combined into one file that is attached to the email submission. Responses by facsimile will not be accepted.

1.1.3 RFP Contact Person

For clarification or additional information, Proponents shall **only** contact the person listed below.

Caitlin Miller

[caitlin.miller@canmore.ca](mailto:caitlin.miller@canmore.ca)

See Section 2.0, item 2.6 below for additional information for Questions and Clarifications.

1.1.4 The Town of Canmore may in its sole discretion disqualify responses that do not meet the formatting and other criteria set out in Section 4.0 of this RFP.

1.1.5 Responses must be in English.

1.1.6 Pricing submissions shall be stated in Canadian dollars with Goods and Services Tax (GST) extra.

1.1.7 Each Proponent is solely responsible for ensuring that its response is received at the specified address (physical address or email address) by the specified closing date and time. Strict adherence to the closing date and time will be maintained, and unless the deadline date is extended by issue of Addendum, all responses received after this time and date will be returned unopened.

1.1.8 This Request for Proposals is not a tender and the Town of Canmore does not intend for the laws of competitive bidding to apply.

**END OF SECTION 1.0**

## **2.0 GENERAL CONDITIONS OF RESPONSE**

### **2.1 Purpose of the Request for Proposal (RFP)**

The Town of Canmore is issuing this Request for Proposal (RFP) to select a consultant for Regional Evacuation Modelling.

The Town of Canmore reserves the right to modify the terms or cancel the RFP process at any time.

### **2.2 Submission of Response to the RFP**

2.2.1 By submitting a response to this RFP, each Proponent accepts its terms and conditions. In addition, by submitting its response each Proponent waives all claims, rights, demands and the benefit of any provisions of any statute, rule of law or regulation that might adversely affect the rights of the Town of Canmore under this RFP.

2.2.2 Each Proponent shall make full disclosure of any actual or potential conflict of interest arising from any existing business or personal relationships with any of the following (each, a “Conflicted Person”): (i) any employee of the Town of Canmore; (ii) any member of the Town of Canmore Town Council (councillor); (iii) any board or committee member; (iv) any family member of any such employee, councillor or board/committee member; or (v) any business entity controlled by or otherwise not at arm’s length to any one or more of any such employee, councillor, board/committee member or family member.

Without limiting the foregoing, details should be provided of any direct or indirect pecuniary interest of any Conflicted Person in the supply of the services contemplated by this RFP.

Disclosure of any such actual or potential conflict of interest shall be made in writing with the Proponent’s response.

2.2.3 This RFP and any contracts subsequently entered into as a result hereof shall be governed by the laws of the Province of Alberta and the laws of Canada applicable therein. The courts of the Province of Alberta shall have exclusive jurisdiction over this RFP and any contracts entered into as a result hereof.

2.2.4 Proposal documents must be completed in accordance with the requirements of the Request for Proposal documents and no amendment or change to proposals will be accepted after the closing date and time.

2.2.5 All documents submitted by Proponents in response to this RFP are to remain the property of the Town of Canmore.

2.2.6 Proposals shall be irrevocable for sixty (60) days following the closing of the RFP and the proposals shall be retained by the Town of Canmore.

2.2.7 Proposals shall be signed by an authorized signatory of the Proponent using the Signature and Waiver Sheet in Section 5.0. If the Proponent is an incorporated company, the corporate seal of the Proponent shall be affixed or a certified true copy of a resolution of the corporation naming the person(s) in question as authorized to sign agreements on behalf of the corporation shall be attached to the proposal. Proponents who are sole proprietorships or partners shall sign their RFP response in such a way as to irrevocably bind the Proponent in an authorized manner.

### **2.3 No Commitment**

2.3.1 No commitment on the part of the Town of Canmore shall exist under this RFP unless and until the Proponent receives official written confirmation from the Town of Canmore that it has been selected to complete the work.

### **2.4 Limitation of Liability**

2.4.1 The Town of Canmore will have no liability to any person or entity for any damages, including,

without limitation, direct, indirect, special or punitive damages, arising out of or otherwise relating to this RFP, the Proponent's participation in this RFP process or the Town of Canmore's acts or omissions in connection with the conduct of this RFP process. This limitation applies to all possible claims by a Proponent, whether arising in contract, tort, equity, or otherwise, including, without limitation, any claim for a breach by the Town of Canmore of a duty of fairness or relating to a failure by the Town of Canmore to comply with the terms set forth in this RFP.

## **2.5 Acceptance or Rejection**

2.5.1 The Town of Canmore reserves the right to reject any or all responses. Without limiting the generality of the foregoing, the Town of Canmore may reject any response which it deems:

- a) is incomplete, obscure, irregular, unrealistic or noncompliant;
- b) has erasures, ambiguities, inconsistency or corrections; or
- c) fails to complete, or provide any information required by, any provision of this RFP.

Further, a response may be rejected on the basis of the Town of Canmore's understanding of the Proponent's past record of work, its general reputation, its financial capabilities, the completion schedule or a failure to comply with any applicable law.

The purpose of the Town of Canmore is to obtain the most suitable responses to the Project and to further the interests of the Town of Canmore and what it wishes to accomplish in carrying out the Project. Therefore, the Town of Canmore has the right to waive any irregularity or insufficiency or noncompliance in any response submitted and to accept the response or responses which it deems most favourable to its interests or to reject all responses and cancel the RFP.

In addition to any rights identified elsewhere in this RFP, the Town of Canmore reserves the right to:

- a) reject any and all responses;
- b) add, delete or change the terms of this RFP at any time prior to the specified closing date and time;
- c) during the evaluation period, seek clarification of any Proponent's response, including consequential amendments, or any additional information from any Proponent;
- d) accept or reject, in whole or in part, any response without giving any reason;
- e) have any documents submitted by the Proponent reviewed and evaluated by any party, including independent Consultants;
- f) cancel the RFP process without penalty at any time for any reason; and
- g) negotiate and enter into an agreement with any Proponent notwithstanding any noncompliance by the Proponent's response with any requirement of this RFP.

The Town of Canmore is the sole and final judge with respect to the selection of any Successful Proponent as a result of this RFP process.

All Proponents submitting a response to this RFP will be advised of the results of the RFP process by email or regular mail. Please allow at least two weeks for responses to be evaluated by the Town of Canmore.

## **2.6 Questions and Clarifications**

2.6.1 Procedural or technical questions shall be submitted in writing and should include references to a specific section and item number.

2.6.2 Dependent upon their nature, comments or answers will be returned via email or through an addendum should the information be applicable to all Proponents.

2.6.3 Amendments to this RFP will be valid and effective only if confirmed by written addenda. Addenda may be issued during the proposal response period. All addenda become part of the

agreement and receipt must be confirmed in the Proponents proposal submission.

- 2.6.4 Any addenda documents will be issued by the same method that this RFP was issued.
- 2.6.5 It is the Proponent's responsibility to clarify the interpretation of any item of this RFP a minimum of 72 hours prior to the stated closing date and time by contacting the Town of Canmore's designate (as above).

## **2.7 Discrepancies in Numbers**

- 2.7.1 In the event of a numerical discrepancy or error in a Proposal, the written number will prevail.
- 2.7.2 In the event of pricing extension errors, the unit price will apply.

## **2.8 Confidentiality and Freedom of Information and Protection of Privacy Act**

- 2.8.1 All information including, without limitation, any technology of a proprietary or novel nature which is disclosed to a Proponent by the Town of Canmore or a third party as a representative of the Town of Canmore (which information, in addition to the confidentiality requirements hereunder, will be kept confidential by the Proponent in accordance with the terms of its disclosure by such third party) or which is otherwise obtained by the Proponent in connection with this RFP process, other than that which is common knowledge or within the public domain, is the confidential property of the Town of Canmore and must not be disclosed by the Proponent, except to duly authorized representatives of the Town of Canmore. Such confidential information or property is not to be employed other than in connection with responding to this RFP unless otherwise duly authorized by the Town of Canmore in writing. These confidentiality provisions will remain binding obligations on each Proponent following the conclusion of this RFP process until the Town of Canmore reasonably determines that such confidential information referred to herein has become part of the public domain (other than by disclosure or use prohibited herein) and releases the Proponent from its confidentiality obligation. This requirement does not prohibit any Proponent from complying with an order to provide information or data issued by a court or other authority with proper jurisdiction or to act to correct or report a situation which the Proponent may reasonably believe to endanger the safety or welfare of the public.
- 2.8.2 The Proponent acknowledges that any information or documents provided by it to the Town of Canmore may be released pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.
- 2.8.3 The Town of Canmore acknowledges that a Proponent's response may contain information in the nature of a Proponent's trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. The Town of Canmore agrees that portions of responses to this RFP which are provided in confidence will be protected from disclosure to the extent permitted by law. The Town of Canmore is bound by the *Freedom of Information and Protection of Privacy Act* (Alberta), as amended from time to time, and all documents submitted to the Town of Canmore will be subject thereto. Each Proponent must identify appropriate parts of its response or other documents submitted to the Town of Canmore as confidential and specify what harm could reasonably be expected from its disclosure; however, the Town of Canmore may not be able to ensure that such parts will not be protected from access.
- 2.8.4 Proponents are advised that the Town of Canmore will, as necessary, be disclosing the responses on a confidential basis to its employees and advisors who have a need to know in connection with this RFP process for, among other things, the purpose of evaluating and participating in the evaluation of the responses. It is the responsibility of each Proponent to ensure that all personal information provided to the Town of Canmore with respect to the Proponent's personnel and their experience is supplied with the informed consent of such individuals and in accordance with applicable law. By submitting any personal information each

Proponent represents and warrants that it has obtained the informed consent of the individuals who are the subject of such information to its collection, use and disclosure for purposes of this RFP response. Also, such individuals are agreeing to the use of such information as part of the RFP evaluation process, for any audit of the procurement process and for contract management and performance purposes.

- 2.8.5 Proponents in custody or control of records provided to the Proponent by the Town of Canmore records shall abide by the privacy and non-disclosure provisions of the *Freedom of Information and Protection of Privacy Act* respecting these records as if this act applied directly to the Proponent, and shall generally assist the Town in its own compliance with the *Freedom of Information and Protection of Privacy Act* respecting records provided to the Proponent.

## **2.9 Cost of Preparation**

- 2.9.1 Any cost incurred by the Proponent in the preparation of its response to this RFP shall be borne solely by the Proponent.
- 2.9.2 Shortlisted candidates may be invited to participate in an interview. The Town of Canmore will not pay for the time required or travel expenses incurred to participate in the interview.

## **2.10 Ownership of Submissions**

- 2.10.1 All responses submitted to the Town of Canmore become the property of the Town of Canmore and shall not be returned. They will be received and held in confidence by the Town of Canmore, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 2.10.2 Unsuccessful Proponent submissions will be kept as record for the procurement process until two years after the date of decision for the RFP award.

## **2.11 Clarification from Proponents**

- 2.11.1 The Town of Canmore reserves the right to seek from any/ all Proponents any further clarification it may require on responses submitted pursuant to this RFP.

## **2.12 Proponent Performance**

- 2.12.1 The selected Proponent may be evaluated throughout the course of service delivery in connection with any specific work or projects undertaken as a result of any agreement entered into between any Proponent and the Town of Canmore. The Town of Canmore may also conduct periodic reviews/ assessments of any selected Proponent, taking into consideration, in addition to specific work related to the project undertaken by the Proponent, ongoing Proponent staff qualifications, experience, training, and staff changes. Any evaluation/ assessment will be shared with the Proponent, with the goal of immediate and permanent resolution where concerns have been raised. The Town of Canmore reserves the right to remove from the roster any selected Proponent who has been qualified by this RFP process by way of written notice if, in the sole discretion of the Town of Canmore, based on any on-going or specific evaluation or assessment of the Proponent or its performance of any work, it is deemed to be in the Town of Canmore's best interests.

## **2.13 Length of Agreement**

- 2.13.1 The length of agreement is fifteen (15) months from the date of contract execution, with full project completion required by November 30, 2026 to meet ACP grant requirements..
- 2.13.2 The Town reserves the right to extend the above-noted timelines to complete any work in progress.
- 2.13.3 Additional award periods will generally be based on mutual agreement between The Town and the Successful Proponent. The Town reserves the right to negotiate changes to existing agreements for the work to reflect current conditions at the time of extension or renewal.



## **2.14 Form of Contract**

- 2.14.1 The Town of Canmore will be issuing a Consultant Service Agreement with Letter of Award to the Successful Proponent to deliver the work described within this RFP.

## **2.15 Services Terms and Conditions**

- 2.15.1 Final agreement with the successful Proponent will consist of:

- Request for Proposal
- Addenda
- Consultant Proposal
- Consultant Service Agreement
- Letter of Award

- 2.15.2 The Consultant Service Agreement sets out the terms and conditions of consulting services to the Town of Canmore.

## **2.16 Staff Changes**

- 2.16.1 Staff changes by the successful Proponents will require written approval from The Town prior to any such change, which approval The Town may withhold in its sole discretion. The qualifications and experience of the proposed staff change must be equivalent to or better than the staff proposed in the proposal received. The Town reserves the right, in addition, and without prejudice to any other right or remedy, to immediately terminate the Agreement as a result of the failure by the Successful Proponent to provide the staff proposed.

## **2.17 Non-Assignment**

- 2.17.1 The Successful Proponent will be expected to deliver the work. Neither the contract nor any rights or obligations to perform the work under the contract will be assignable by the Successful Proponent without the prior written consent of the Town of Canmore. The granting of such consent shall be within the sole and unfettered discretion of the Town of Canmore and based on the terms of this consent may not relieve the Successful Proponent of liability to perform the work. Proponents who anticipate requesting to assign some or all of the contract must notify the Town as part of their responses to this RFP.

## **2.18 Deposits**

- 2.18.1 The Town of Canmore will not consider the payment of a deposit to the Successful Proponent for the scope of work in this RFP.

## **2.19 Terms of Payment**

- 2.19.1 Invoices will be paid within 28 days from the approval date of the invoice.

## **2.20 Insurance and Workers' Compensation Board Requirements**

### **2.20.1 Mandatory Eligibility Requirements**

As a mandatory eligibility requirement for response to this RFP:

- (a) The Successful Proponent shall carry at all times during the performance of the work General Liability/ Umbrella Liability Insurance with a limit of not less than TWO MILLION DOLLARS (\$2,000,000) inclusive per occurrence for bodily injury (including death) and damage to property including loss of use thereof. Such insurance shall at a minimum include coverage of broad form property damage, contractual liability, cross liability, completed operations and product liability, and such other types of insurance as would be carried by a prudent person performing such contract work and as the Town of Canmore may from time to time require.
- (b) The Successful Proponent shall carry at all times during the performance of the work

Automobile Liability Insurance for owned and non-owned automobiles with a limit of not less than TWO MILLION DOLLARS (\$2,000,000) inclusive per occurrence.

**2.20.2 Responsibilities of Successful Proponent**

- (a) The Successful Proponent shall supply insurance coverage and pay all costs and expenses, including premiums relating to the insurance coverage requirements as set out herein, and shall supply the Town of Canmore with a certificate of insurance for all policies on an annual basis. Such policies will include a statement that the coverage shall not be terminated without a prior 30-day written notice to the Town of Canmore.
- (b) The Successful Proponent or their insurer will notify the Town of Canmore at least thirty (30) days prior to any change in insurer, any cancellation of the insurance policy, or any substantial change in the policy or coverage that would materially alter the coverage provided by the Successful Proponent to the Town of Canmore.
- (c) The Successful Proponent shall provide a certificate of insurance for the above-required insurance to the Town of Canmore within five (5) days of notification of award or prior to commencing the work, whichever is sooner.

**2.21 Indemnification**

- 2.21.1 The Successful Proponent agrees to indemnify and save harmless the Town of Canmore, its councillors, officers, agents, representatives, and employees, against all suits or claims, requests, legal action and liability regardless of the nature and expenses sustained from injuries or death or any damages or loss to property as a result of the usage of premises or in the execution of the Successful Proponent functions arising from this contract except to the extent of the Town of Canmore's gross negligence.
- 2.21.2 At no time will the Town of Canmore be responsible for any injury sustained by the Successful Proponent, their employees or any person on the Town of Canmore's premises, nor will the Town of Canmore be responsible for any loss, including loss of profits or damage caused to the goods of the Successful Proponent, their employees or any other person, including damage to vehicles and their contents, while these goods are on the Town of Canmore's premises or site.
- 2.21.3 The Town of Canmore shall not be liable for any incidental, indirect, special or consequential damages or any loss of use, revenue or profit of the Successful Proponent arising out of or in any way related to this RFP or subsequent contract.

**2.22 Information Security Standards**

- 2.22.1 Successful Proponents that provide information technology or web-related services to the Town of Canmore as part of their work on the Project shall be required to comply with the Town of Canmore's Information Security Standards as updated from time to time. These standards may overlap with and are additional to the functional and requirements of the specific Project. The Town of Canmore may require Proponents to demonstrate compliance with these standards as part of the Town's review and evaluation of proposals, quotations and qualifications. If not appended hereto, it is the Proponent's responsibility to request the Information Security Standards and access their ability to comply as part of responding to this request.

**2.23 Canadian Free Trade Agreement**

- 2.23.1 This RFP and corresponding purchases are subject to Chapter Five – Government Procurement of the Agreement. The name of the Successful Proponent and the value of the award will be posted on the Alberta Purchasing Connection.

- 2.24 **Debriefing:** the Town of Canmore will offer a debrief to unsuccessful Proponents on request.

**END OF SECTION 2.0**

## **3.0 PROJECT OVERVIEW AND SCOPE**

### **3.1 RFP Definitions**

Owner	the Town of Canmore
Project	Regional Evacuation Modelling
Proponent	a firm, individual or company who or which intends to submit or submits a Proposal pursuant to this RFP.
Proposal	a submission to the Town of Canmore in response to this RFP.
Successful Proponent	a firm, individual or company with whom the Town of Canmore may decide to initially discuss contract arrangements based upon acceptance of the Proponent's Proposal.
Consultant	the Successful Proponent to whom the Town of Canmore issues a letter or award/ contract/purchase order for regional evacuation transportation modelling and reference document development services.

### **3.2 Project Description/ Description of Need**

- 3.2.1 The Bow Valley Evacuation Modelling project is a collaborative initiative between the Town of Canmore, the Town of Banff, and the MD of Bighorn to improve regional readiness for large-scale emergency evacuation. The Bow Valley faces unique evacuation challenges due to limited transportation corridors (primarily Highway 1 and 1A), high visitor volumes, a significant transit-dependent population, and the intertwined geography of the three municipalities.
- 3.2.2 The Town of Canmore has secured a grant to lead the development of a regional transportation model and supporting reference document for evacuation planning. This work will inform coordinated emergency planning throughout the Bow Valley, while enabling each municipality to adapt the outputs for its own context. The initiative will supplement and enhance existing municipal evacuation plans and operationalize the regional coordination envisioned in the Bow Valley Emergency Management Bylaw 2023-26.

### **3.3 Project Site**

- 3.3.1 Bow Valley region including the Town of Canmore, Town of Banff, and MD of Bighorn No. 8, Alberta. The project focuses on regional-scale evacuation scenarios involving inter-community travel routes and does not include detailed in-town local road networks.

### **3.4 Scope Overview/ Scope of Services**

- 3.4.1 General Scope of Work  
The consultant will develop a technically sound regional evacuation model and supporting reference document to inform municipal and multi-community evacuation planning across the Bow Valley region.
- 3.4.2 Duties, Responsibilities and Deliverables of the Consultant
- 3.4.3 Regional Transportation Modelling
- Develop a transportation model focused on regional-scale evacuation scenarios involving inter-community travel between Banff, Canmore, and the MD of Bighorn.
  - Include visitor populations, seasonal variation, and transit-dependent demographics in modelling assumptions
  - Simulate at least three evacuation scenarios (e.g. different hazard directions, visitor conditions and route availability) to estimate clearance times and network performance
  - Use best practice modelling tools (e.g., MATSim or equivalent) with geospatial visualization for different trigger thresholds (T50, T75, T95)

- Document clear rationale for scenario selection and for those scenarios considered and not included.
- 3.4.4 Scenario Design and Validation
  - Collaboratively define representative evacuation scenarios with emergency management leads
  - Validate assumptions (e.g., vehicle availability, transit use, departure curves) with partner municipalities
- 3.4.5 Data Compilation and Assumption Documentation
  - Compile baseline data on population, transportation networks, visitor patterns, and transit capacity
  - Clearly document all modelling assumptions, limitations, and sensitivity factors for transparency and future use
  - Document egress demand and routing assumptions (e.g., personal vehicles vs. transit-supported evacuations)
- 3.4.6 Regional Reference Document Development
  - Prepare a summary report that presents modelling results, key findings, maps, and planning considerations
  - Structure the document to support its use by municipal emergency managers in the development or refinement of their own evacuation plans
  - Include recommendations on how municipalities can adapt and apply the model to develop or revise their own detailed evacuation plans
  - Provide a roadmap outlining how regional findings can be used to inform future in-town traffic and evacuation modelling
  - Format outputs for compatibility with municipal GIS tools
- 3.4.7 Partner Engagement and Knowledge Transfer
  - Conduct engagement sessions with partner municipalities at key points in the project to gather input, share findings, and support capacity building
  - Provide presentations or briefings to emergency management and planning staff in each partner jurisdiction
- 3.4.8 Project Management and Reporting
  - Maintain regular project tracking and communication with the lead municipality (Town of Canmore)
  - Provide interim progress updates, manage risks, and ensure all deliverables are completed in alignment with the project schedule and ACP grant requirements
- Key Deliverables:
  - Final regional reference document with modelling metadata, assumptions, and scenarios
  - GIS layers and outputs compatible with municipal systems
  - Scenario-based outputs quantifying estimated evacuation clearance times for baseline, peak, and constrained network conditions
  - Documentation of modelling inputs and assumptions (vehicle occupancy, departure curves, destination assignment)
- 3.4.9 Options of Extensions
  - Optional plan update check-ins with partners and support for municipalities in developing or refining local plans or policies based on deliverables and lessons learned.
- 3.4.10 Services Not Included
  - Detailed in-town local road network modelling (project is limited to regional inter-community travel routes)

- General public engagement or stakeholder consultation beyond targeted technical input
- Development of formal municipal evacuation plans (outputs will inform but not replace existing plans)
- Real-time evacuation management systems

### **3.5 Anticipated Project Schedule**

#### Key Milestones:

- September 2025: Contract awarded to modelling consultant, project kickoff, scenario scoping with EM leads, complete data collection
- October-November 2025: Model development and draft outputs, early scenario runs and assumption testing
- November-December 2025: Exercise planning using existing municipal plans, regional reference document draft prepared
- January 2026: Final modelling outputs and reference document delivered
- Project Completion: All deliverables must be completed by November 30, 2026, in accordance with ACP grant requirements

#### Firm Deadlines:

- November 30, 2026: Final project completion (ACP grant requirement)
- Work should be completed ahead of the 2026 wildfire season where possible

#### Technical Requirements:

- The selected consultant must have access to appropriate traffic simulation tools and computing resources to complete the required modelling
- Experience with regional-scale traffic modelling and evacuation analysis is required
- Consultant must have expertise in best practice modelling tools such as MATSim or equivalent

**END OF SECTION 3.0**

## **4.0 RESPONSE REQUIREMENTS AND EVALUATION CRITERIA**

### **4.1 Format and Outline of Responses**

Electronic RFP responses are to be on 8.5" x 11" size pages in PDF (.pdf) format only and all components shall be formatted and combined into one file that is inserted into the email submission.

Responses to each section shall be marked with the corresponding letter and number (e.g., A1, A2, etc.).

### **4.2 Proposal Submission Requirements**

Proponents are requested to submit a proposal containing the following:

#### **A. Mandatory Requirements:**

- A1 Signed signature and waiver sheet.
- A2 Signed addendum (addenda) if applicable.
- A3 Insurance Requirements: Provide evidence from your insurance company confirming your ability to secure insurance as described in Section 2.20.

#### **B. Project Understanding and Technical Approach (maximum 3 pages)**

- B1 Demonstrate understanding of the Regional Evacuation Modelling project scope, Bow Valley challenges, and ACP grant requirements.
- B2 Provide detailed technical methodology including proposed traffic simulation tools (e.g., MATSim), modeling approach, and data compilation strategies.
- B3 Submit work plan with project phases, timeline, milestones, and resource allocation from September 2025 to November 2026.

#### **C. Experience and Team Qualifications (maximum 3 pages)**

- C1 Firm background, relevant transportation modeling experience, and evacuation planning project history.
- C2 Key personnel with brief CVs, roles, and availability.
- C3 Subconsultant (if any) experience and expertise, description of how subconsultants will be coordinated and integrated into the team.

#### **D. Past Projects and References**

- D1 List of relevant projects from last five years with detailed description of three most relevant projects.
- D2 Provide three professional references from recent similar projects.

#### **E. Price Proposal**

- E1 Deliverable-Based Pricing Table: Provide a single table broken down by project deliverable showing:

- Each key deliverable from the scope of work
- Hours allocated per team member for each deliverable
- Hourly rates for each team member
- Subtotal cost for each deliverable
- Total proposed contract value

- E2 Disbursements: Provide flat rate disbursement costs for all expenses related to the work

### **4.3 Evaluation Process**

- 4.3.1 Selection of the Successful Proponent pursuant to this RFP will be made on the basis of the Proponent's written response and other factors germane to the Town of Canmore. The responses shall be evaluated based on the matrix shown below.

Evaluation Criteria	Evaluation
A. Mandatory Requirements	Pass / Fail
B. Project Understanding and Technical Approach	30%
C. Experience and Team Qualifications	25%
D. Past Projects and References	25%
E. Price Proposal	20%

Scoring: 0-10 scale (10 = exceeds expectations, 6 = meets expectations, 2 = does not meet expectations)

- 4.3.2 A submission will first be reviewed for compliance with the mandatory requirements of this RFP as listed above. A submission not complying with the criteria may be considered non-compliant and not receive further consideration.

#### **4.4 Confidentiality of Evaluation**

- 4.4.1 Evaluation scores and rankings are confidential, and apart from identifying the top-ranked Proponent, no details of the submission, score or ranking of any Proponent will be released to any Proponent.

#### **4.5 RFP Schedule**

The following schedule has been established for this RFP:

- RFP issued: September 9, 2025
- Questions deadline: September 23, 2025
- Final addendum: September 26, 2025
- RFP closing: October 3, 2025
- Evaluation period: October 3-14, 2025
- Award letter: October 17, 2025
- Contract execution: October 24, 2025

**END OF SECTION 4.0**

## **5.0 SIGNATURE, ACKNOWLEDGMENT AND WAIVER SHEET**

1. By signing below, the Proponent hereby acknowledges and agrees as follows:
  - (a) Prior to submitting its response to this RFP, the Proponent has obtained from the Town of Canmore and thoroughly reviewed the entirety of the RFP including all addendums hereto and documents incorporated by reference into this RFP.
  - (b) The Proponent has thoroughly reviewed, understands and agrees to be bound by all terms and conditions of this RFP including those in all addendums hereto and documents incorporated by reference into this RFP, unless otherwise waived by the Town of Canmore in its sole discretion and confirmed in writing. The Proponent hereby waives any rights or claims that it was not aware of any document incorporated by reference into this RFP.
  - (c) The Proponent's representative signing below has the full authority to represent the Proponent in all matters relating to the RFP and bind the Proponent to the terms and conditions of this RFP.

Name of Business Entity	
Complete Address:	
Phone	Mobile Phone
Fax	Email
Website	
Proponent Signature	Corporate Seal (Optional)
Title	
Printed Name	
Date	



## **Appendix A – Consultant Service Agreement Template**

## SERVICE AGREEMENT

This Service Agreement (this “**Agreement**”) made the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the “**Effective Date**”) between:

THE TOWN OF CANMORE

A municipal corporation under the Alberta Municipal Government Act

(the “**Town**”)

-and-

---

[a corporation under the laws of [jurisdiction of incorporation] with offices located at [address]

[an individual resident of [address]

(the “**Service Provider**”)

Each a “**Party**” and together the “**Parties**”

WHEREAS the Town seeks to engage the Service Provider to provide the Services described herein and the Service Provider is agreeable to this engagement on the terms and conditions herein;

NOW FOR GOOD AND VALUABLE CONSIDERATION, the sufficiency of which is acknowledged, the Parties agree as follows:

### 1. SERVICES

**(a) Services** The Service Provider shall provide the Town with the following services (the “**Services**”):

- as set out in the Request for Proposal

**(b) Standards:** The Service Provider shall provide the Services:

- i. in accordance with the terms and conditions of this Agreement;
- ii. using personnel of required skill, experience, licenses and qualifications;
- iii. in a timely, workerlike and professional manner;
- iv. in accordance with [all applicable professional standards / the higher recognized industry standards] in the Service Provider’s field; and
- v. to the reasonable satisfaction of the Town.

**(c) Compliance with laws and policies:** The Service Provider shall:

- i. apply for at its own cost and maintain in good standing at all material times all licenses, permits, and certifications necessary to carry out its obligations under this Agreement;
- ii. comply with all laws or regulations of all municipal, provincial or federal governmental authorities as applicable to the performance of the Services and this Agreement; and
- iii. comply with the Town's official policies, directives and operating procedures applicable to the nature of the Services [as listed in Schedule [ ] / other source / as brought to the attention of the Service Provider by the Town from time to time] (the "**Town Policies**"). The Service Provider shall sign an acknowledgement of having read, understood and undertaking to comply with the Town Policies as requested from time to time.
- iv. Without limiting the general requirement to comply with Town Policies, where the Services concern information technology or web-related services, the Contractor shall specifically comply with the Town's Information Security Standards as brought to the Service Provider's attention from time to time.

**(d) Independent Contractor Relationship:** The Parties acknowledge and agree that the relationship between them as created by this Agreement is an independent contractor relationship and that the Service Provider is not an employee, agent, or partner of the Town. Consistent with this independent contractor relationship:

- i. the Service Provider shall control the conditions, time, details and means by which it performs the Services;
- ii. the Town shall have the right to inspect the work of the Service Provider as it progresses solely for the purpose of determining whether the work is completed according to this Agreement;
- iii. the Service Provider has no authority to commit, act for or on behalf of the Town, or to bind the Town to any obligation or liability.
- iv. the Town shall have no liability or responsibility for withholding or remitting any income tax, other federal or provincial taxes or payroll deductions, including but not limited to employment insurance remittances, Canada Pension Plan Contributions, employer health benefits or taxes, and workers' compensation insurance premiums for the Service Provider and its workforce;
- v. the Service Provider shall be solely responsible for these deductions, withholdings, remittances and registration obligations, and shall indemnify the Town from and against any order, penalty, taxes, interest or contributions that may be assessed against the Town due to the failure or delay of the Service Provider to make any such deductions, withholdings, remittances or registrations, or to file any information required by law;
- vi. the Service Provider shall be responsible for the compliance of its workforce with all terms of this Agreement.

**(e) Service Provider's workforce:**

- The Service Provider shall have control over its workforce, including the selection of any subcontractors used in delivering the Services. /
- The Service Provider shall not use subcontractors to deliver the Services without the prior expressed consent of the Town to the proposed subcontractors.]

- (f) **Mutual non-exclusivity:** The Service Provider shall be free to take work from other clients provided that the Service Provider gives due attention to the delivery of the Services and performance of this Agreement. Nothing in this Agreement shall prevent the Town from obtaining the same or similar services from other services providers. The Service Provider shall have no expectation to any duration or quantity of work other than as specified herein.

## 2. **FEES AND EXPENSES**

- (a) **Fees:** For the Services to be performed hereunder, the Town shall pay fees to the Service Provider as against the Service Provider's invoice (the "**Fees**") as follows:
- i. a fixed fee of [NUMBER IN WORDS (\$XX)];
  - ii. The Service Provider shall invoice the Town monthly;
  - iii. The Service Provider's invoice shall set out any Goods and Services Tax (GST) applicable to the Fees; and
  - iv. payment of the Fees by the Town shall be subject to the Service Provider having provided the Town with a correct invoice for Services rendered and having completed the Services to the Town's satisfaction as set out in Section 1 of this Agreement.

- (b) **Expenses:** The Fees shall be inclusive of the costs incurred and all materials used for the provision of the Services. The Town shall only reimburse the Service Provider for expenses that meet all the following criteria:
- have been pre-approved in writing by the Town in its sole discretion;
- i. which are accompanied by receipts and supporting documentation acceptable to the Town; and
  - ii. conform to the requirements of the Town's standard expense reimbursement policies as exist from time to time, which shall be provided by the Town to the Service Provider on request.

## 3. **TERM AND TERMINATION**

- (a) **Term:** This Agreement shall start on the Effective Date and continue [for a fixed period expiring on the \_\_\_ day of \_\_\_, 20\_\_\_ / until the completion of the Services] unless sooner terminated as provided herein (the "**Term**").
- (b) **Termination:** Either Party may terminate this Agreement through written notice to the other party:
- i. for convenience, by providing the other party with [NUMBER (X) days] notice.

- ii. immediately, if the other Party becomes bankrupt, insolvent, enters any form of creditor protection proceedings, or admits its inability to pay its debts generally as they become due;
- iii. immediately, if the other Party has a receiver, trustee, custodian or similar agent appointed by any court to take charge of the Party's property or business;
- iv. immediately, if the other Party is dissolved or takes any corporation action for the purpose of dissolution or winding-up;
- v. in the event of an uncured Force Majeure event as provided below;
- vi. after having provided the other Party with notice of a material breach of this Agreement (an event of "Default") stating a period of [NUMBER (X)] days to cure the Default, and the defaulting Party has not or cannot cure the Default within the period stated in the notice, after which the Party that provided notice of Default may terminate this Agreement immediately.

**(c) Effect of Termination:** Upon the expiry or termination of this Agreement for any reason, the Service Provider shall promptly:

- i. deliver to the Town all documents, work product and other materials, whether or not complete, that were prepared by or on behalf of the Service Provider while performing the Services
- ii. deliver to the Town or destroy all Confidential Information as defined and provided for herein;
- iii. return to the Town all the Town's property, equipment or materials in the Service Provider's possession;
- iv. remove all the Service Provider's property, equipment and materials from the Town's locations;
- v. provide reasonable assistance in transitioning the Services to an alternate service provider;
- vi. On a pro-rata basis, repay all Fees and expenses that were paid in advance for any Services that were not provided as of the date of termination; and
- vii. Certify in writing to the Town that the Service Provider has complied with the requirements of this Section.

#### **4. PRIVACY, INTELLECTUAL PROPERTY AND CONFIDENTIALITY**

- (a) **Privacy:** The Service Provider acknowledges that the *Freedom of Information and Protection of Privacy Act* (Alberta) and other legislation governing the use, collection and disclosure of information by public bodies applies to information in the custody and control of the Town, including information provided to the Town by the Service provider. The Service provider acknowledges that information provided to the Town may become subject to legislated disclosure requirements, including without limitation the name of the Service Provider, the details of the Fees and Services, and other details of this Agreement. The Service Provider further acknowledges that personal information received from the Town may be subject to legislated privacy requirements and agrees to handle this information in a manner that supports the Town's compliance with applicable information and privacy legislation. The Service Provider shall not collect, use or disclose any personal information under this Agreement except as

reasonably required to fulfill its obligations under this Agreement, or as otherwise expressly authorized in writing by the Town.

- (b) **Intellectual Property:** All intellectual property rights, including copyrights, inventions (whether patentable or not), know-how, trade secrets, trademarks, trade names, logos, corporate names, and domain names, together with all goodwill associated therewith, derivative works and all other rights (collectively “**Intellectual Property Rights**”) that belonged to either of the Parties prior to the Effective Date of this Agreement shall remain with that party. The Intellectual Property Rights in all documents, work product and other materials that are developed, produced or prepared for the Town by or on behalf of the Service Provider through performing the Services (collectively, the “**Deliverables**”) shall be owned exclusively by the Town. This Agreement shall constitute an irrevocable assignment by the Service Provider to the Town of the ownership of and rights in the Deliverables without any need for additional consideration. The Service Provider shall ensure that its workforce irrevocably waives all Intellectual Property Rights in the Deliverables as necessary to give effect to this Agreement and shall provide the Owner with copies of the waivers on request.
- (c) **Confidential Information:** From time to time during the Term of this Agreement, the Service Provider may actively or passively come into possession of information from the Town that is sensitive, private, non-public or proprietary in nature and which the Town seeks to have treated as confidential (“**Confidential Information**”), including but not limited to:
- i. business plans, data, statistics, studies, forecasts or analysis;
  - ii. drawings, designs and visual depictions;
  - iii. professional opinions, interpretations and advice to or from officials;
  - iv. marketing, sales, commercial and customer information;
  - v. information about the Town’s human resources;
  - vi. trade secrets, unpatented inventions, know-how and other intellectual property that is subject to efforts to keep confidential;
  - vii. information that would reasonably be considered confidential and which is subject to reasonable efforts to keep confidential, even if not so marked;
  - viii. information for which disclosure may or must be refused under that Freedom of Information and Protection of Privacy Act; and
  - ix. information belonging to or concerning third parties that the Town must keep private under the Freedom of Information and Protection of Privacy Act or other laws or legal obligations.
- (d) **Exceptions to Confidential Information:** The term Confidential Information as used herein shall not include information that, at the time of disclosure:
- i. is generally available to the public other than through a breach of confidentiality on the part of the Service Provider;
  - ii. is available to the Service Provider on a non-confidential basis from a third-party source, provided that this third party was not prohibited from disclosing this information to the Service Provider by any legal, contractual or fiduciary obligation;
  - iii. was already known by or in possession of the Service Provider prior to being disclosed by the Town; or

- iv. is required to be disclosed by the order of a court or governmental authority of competent jurisdiction.

(e) **Non-Disclosure:** The Service Provider shall:

- i. Protect and keep all Confidential Information strictly confidential using best efforts;
- ii. Not use any Confidential Information, or permit it to be accessed or used, for any purpose other than to perform its obligations under this Agreement; and
- iii. Not disclose any Confidential Information to any person other than the Town's representatives who need to know the Confidential Information to assist the Service Provider in performing its obligations under this Agreement.

(f) **Return of Confidential Information:** Upon the expiration or termination of this Agreement for any reason, or at any time upon the Town's request during the Term of this Agreement or after the termination of this Agreement, the Service Provider shall at the Town's request:

- i. return to the Town all Confidential Information , including all copies of Confidential Information and any materials containing Confidential Information; or
- ii. permanently erase or destroy all the Town's Confidential Information from the Service Provider's computer systems and paper records; and
- iii. certify to the Town in writing that the Service Provider has complied with the requirements of this Section.

(g) **Injunctive relief:** The Service Provider acknowledges and agrees that monetary damages may be inadequate compensation for a breach of this Section 4 and that the Town shall be entitled to injunctive relief for any breach of this Section.

(h) **Survival:** This section 4 of the Agreement concerning privacy, intellectual property and Confidential Information shall survive expiry or termination of this Agreement for any reason as required to give effect to its intentions.

## **5. INSURANCE AND INDEMNITIES**

a) **Insurance:** during the Term of this Agreement, the Service Provider shall, at its own expense, maintain the following insurance in full effect through financially sound and reputable insurers:

- i. Commercial General Liability insurance with limits of no less than [TWO MILLION DOLLARS (\$2,000,000) per occurrence and [FIVE MILLION DOLLARS (\$5,000,000) in the aggregate, insuring the activities of the Service Provider under this Agreement regarding bodily injury including death, personal injury, property damage including loss of use of property, and contractual liability. The insurance shall include (A) a waiver of subrogation of the insurer's rights as against the Town's insurer and the Town ; and (B) a cross liability and severability of interest clause.

- ii. errors and omissions liability insurance protecting the Town and its respective servants, agents and employees against any loss or damages arising out of the provision of professional services rendered by the Consultant and its respective servants, agents and employees pursuant to this Agreement. Such insurance shall not be less than [ONE MILLION DOLLARS (\$1,000,000)] aggregate per year and [1 MILLION DOLLARS (\$1,000,000)] for each claim.
  - iii. Liability Insurance for owned and non-owned automobiles with a limit of not less than [NUMBER MILLION DOLLARS (\$X,000,000) inclusive per occurrence.
  - iv. such other types of insurance as would be carried by a prudent person performing such contract work and as a prudent municipality may from time to time require of its contract service providers.
- b) Proof of Insurance:** The Service Provider shall, upon request, provide the Town with a certificate of insurance evidencing the insurance coverage specified in this Agreement.
- c) Changes:** The Service Provider shall provide the Town with at least thirty days notice of any change to its insurer or cancellation of its insurance policies, or any substantial change in insurance policies or coverage that would materially alter the coverage required to be provided by the Service Provider under this Agreement.
- d) Indemnity:** The Service Provider shall indemnify and hold harmless the Town and its officials and employees against any and all losses, damages, liabilities, claims, actions, judgements, settlements, penalties, fines, costs or expenses of any kind, including reasonable legal fees and the costs of enforcing any right to indemnification under this Agreement and the cost of pursuing any insurance providers arising directly or indirectly in relation to any acts, omissions, negligence, willful misconduct or breach of this Agreement part of the Service Provider or agents or employees. This indemnity shall survive the expiration or termination of this Agreement regardless of the cause.

## 6. MISCELLANEOUS

### **(a) Entire Agreement:**

The entire agreement between the Parties shall consist of the [RFP/RFQ/RFSO number XXX dated \_\_\_\_\_, 20 \_\_\_\_ ] as issued by the Town (the “**Request**”), the response, proposal or offer dated \_\_\_\_\_ submitted by the Service Provider in response to the Request as accepted by the Town (the “**Response**”) and this Agreement. In the event of any conflict or inconsistency between these documents, this Agreement shall prevail over the Response and the Request documents.

### **(b) Further Assurances:** The Parties shall take such other steps and do such other things as may be necessary to give effect to this Agreement.



- (c) **Force majeure:** No Party shall be liable to the other or deemed to have defaulted on or breached this Agreement for any failure or delay in fulfilling its obligations where this failure or delay is caused from acts or circumstances beyond the control of the impacted party, including but not limited to acts of God, floods, fires, earthquakes, explosions, natural disasters, wars, terrorist threats or acts, riots or civil unrest, governmental orders or actions, official states of emergency, embargoes or blockades, strikes or lockouts, and disease epidemics or pandemics including but not limited to novel virus pandemics (collectively “**Force Majeure**”). Mere market forces or shortages in labour or material shall not be considered Force Majeure. In the event of a Force Majeure event, the impacted party shall use diligent efforts to end the failure or delay and to minimize the impact of the Force Majeure Event. If the failure or delay remains uncured for a period of [NUMBER (x) days, the other party may provide written notice of termination of the Agreement effective immediately.
- (d) **Notices:** Each Party shall designate a representative to receive communications and notices under this Agreement. The Parties shall deliver all notices in writing either (i) via email to the appointed representative, (ii) by personal delivery to the address set out above or (iii) via registered mail or courier service that requires a signature for receipt of delivery at the address set out above. Notice sent via email with confirmation of transmission shall be deemed received the same day if sent during normal business hours or the next business day if sent after normal business hours. Notices sent via personal delivery, registered mail or courier shall be deemed received upon signed confirmation of receipt. The Parties may change their representatives and addresses for notice according to this Section.
- (e) **Amendments:** Any amendments to this Agreement must be made in writing signed by both parties.
- (f) **Jurisdiction:** This Agreement shall be governed by the laws in the Province of Alberta and the laws of Canada applicable therein. The Parties irrevocably attorn to the jurisdiction of the courts in the province of Alberta.
- (g) **Severability:** the invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision herein.
- (h) **Assignment:** Neither Party may assign, transfer or delegate its rights or obligations under this Agreement without the prior written consent of the other party. A change in control of the Service Provider shall be deemed an assignment for this purpose. Any purported assignment or delegation of this Agreement without the required consent shall be deemed null and void.
- (i) **Successors and Assigns:** This Agreement is binding upon and inures to the benefit of the Parties and their respective successors and permitted assigns.

(j) **Waivers:** No waiver of any right or remedy under this Agreement shall be effective unless contained in writing by the waiving party. Failure or delay in exercising any right hereunder shall not be deemed a waiver thereof. No single waiver or partial exercise of any right shall preclude any other or further exercise of this right or any other.

(k) **Remedies:** The rights under this Agreement are cumulative and in addition to other rights and remedies available at law or otherwise.

(l) **Counterparts:** This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

(m) **Time of Essence:** Time shall be of the essence of this Agreement.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed as of the Effective Date by their respective duly authorized officers.

**TOWN OF CANMORE**

Per: \_\_\_\_\_

[designated officer name and position]

Per: \_\_\_\_\_

[designated officer name and position]

**[SERVICE PROVIDER LEGAL NAME AS APPEARS ON THE TOP]**

Per: \_\_\_\_\_

[corporate seal if available]

[name and position]

[I have authority to bind the corporation]

[if Service Provider is an individual]

**Service Provider:**

**Witness:**

\_\_\_\_\_

\_\_\_\_\_

[name]

[name]

**Schedule A:**

**Schedule [ x ]**  
**TOWN POLICIES**