



**REQUEST FOR PROPOSAL (#2025.02.19):
Property Assessment Services for the Town of Blackfalds**

Closing location:

Civic Center
5018 Waghorn St
Blackfalds, Alberta T0M 0J0

Closing date and time:

March 14, 2025
3:30:00 PM, Mountain Standard Time

General Contact Person:

Justin de Bresser, Director of Corporate Services
Email: jdebresser@blackfalds.ca

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1. BACKGROUND

The Town of Blackfalds has a population of just over 11,000, with a steady growth rate. Ideally situated in Central Alberta, midway between Alberta's two largest urban centers. Outstanding recreational opportunities make the Town of Blackfalds a perfect place to raise a family.

2. OVERVIEW

The purpose of this Request for Proposals (RFP) is to seek a qualified property assessment company to complete property assessments for the Town of Blackfalds for a 5-year term with the potential for future extension at the mutual agreement of all parties.

2.1 Municipal Information

Population: 11,415		
2024 Assessment:		
<i>Property Class</i>	<i>No. of Rolls</i>	<i>Annual Assessment Value</i>
Exempt	213	\$198,744,150
Residential	4060	\$1,346,897,590
Commercial /Industrial	169	\$161,296,270
Machinery & Equipment	2	\$6,935,220
Mobile Homes	177	\$10,236,740
Agriculture/farmland	57	\$7,763,480
Seniors Complex	2	\$395,890
Totals	4680	\$1,732,269,340

3. DEFINITIONS

Throughout this Request for Proposal, the following terminology will be used:

“Business Day” means Monday to Friday, excluding holidays.

“Business Hours” means 8:30 A.M. to 4:30 P.M. MST on Business Days.

“Consortium” means two or more Proponents who together submit a Proposal.

“Contract” means the written agreement between the successful Proponent and the Municipality to provide the Assessment Services contemplated by this RFP.

“Evaluation Team” means the individuals who will evaluate the Proposals on behalf of the Municipality.

“Municipality” means the Town of Blackfalds.

“Must”, “mandatory”, “required”, “shall” means a requirement that must be met in substantially unaltered form in order for the Proposal to receive consideration.

“Optional” means a requirement not considered essential, but for which preference may be given.

“Prime Proponent” means the Proponent’s response to this RFP and includes all the Proponent’s attachments and presentation materials.

“Request for Proposals (RFP)” means the solicitation for the Assessment Services.

“Services” means the functions, duties, tasks and responsibilities to be provided by the Proponent as described in this RFP.

“Should”, “Desirable” means a requirement having a significant degree of importance to the objectives of this RFP.

“Proponent” means an organization or a Consortium responding to this RFP with a proposal.

4. REQUEST FOR PROPOSAL

The Town of Blackfalds will receive proposals for the provision of Assessment Services to the Town for a five (5) year term with the potential for future extension options at the mutual agreement of all parties.

This RFP will be conducted with the objective of maximizing the benefit to the Municipality, while offering Proponents a fair and equitable opportunity to participate.

Proponents are advised that failure to satisfy any term or condition of this RFP may result in an unacceptable Proposal.

4.1 RFP Schedule of Events

RFP Issue Date: February 19, 2025

RFP Inquiries received up to: February 28, 2025 3:30 P.M. MST

RFP Closing Date and Time: March 14, 2025 3:30:00 P.M. MST

RFP Award to Successful Proponent (if any): March 25, 2025

Contract Commencement Date: July 1, 2025

4.2 Proposal Submissions

The proponent shall: Submit three (3) hard copies of the proposal and one (1) electronic copy must be received by the closing date and time. Proposals may be delivered by hand, courier or mail. Before responding to this RFP, your attention is drawn to the following:

- A Proposal Submission Letter and Proposal Response Form (Appendix 1) must be completed, signed by an authorized representative of the Proponent and included in the Proposal.
- Proposals received unsigned or after this RFP's closing date and time will be rejected
- Ambiguous, unclear or unreadable Proposals may be cause for rejection.
- Proposals must be sealed and clearly marked with "Request for Proposal (#2025.02.19): Property Assessment Services for the Town of Blackfalds" and RFP closing date and addressed as follows:

Attention: Justin de Bresser, Director of Corporate Services
5018 Waghorn St
Blackfalds, AB T0M 0J0
jdebresser@blackfalds.com

4.3 Proponent Questions

All questions regarding this RFP must be directed to the RFP Contact in writing by February 28, 2025. Inquiries and responses will be recorded and may, in the Municipality's discretion, be distributed to all Proponents.

The Proponent has a responsibility to notify the RFP Contact in writing of any ambiguity, divergence, error, omission, oversight, contradiction or item subject to more than one interpretation in this RFP, as it is discovered.

5. CONFIDENTIALITY AND SECURITY OF INFORMATION

5.1 The Proponent, the Proponent's employees, subcontractors and agents shall:

- Keep confidential all information concerning the Municipality and/or third parties, or any of the business or activities of the Municipality and/or third parties acquired as a result of participation in the RFP;
- Only use, copy or disclose such information as necessary for the purpose of submitting a Proposal or upon written authorization of the Municipality; and,
- The Proponent shall maintain security standards, including control of access to data and other information, consistent with the highest standards of business practice in the industry.

5.2 Conflict of Interest

Proponents must fully disclose, in writing to the RFP Contact on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP.

The Evaluation Team shall review any submissions by Proponents under this provision and may reject any Proposals where, in the opinion of the Evaluation Team, the Proponent could be in conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFP.

6. PROPONENT EXPENSES

The Proponent is responsible for all costs of preparing and presenting its Proposal and for subsequent negotiations, if any, with the Municipality.

7. PERIOD OF COMMITMENT

Proposals shall be final and binding on the Proponent for 90 days from this RFP's closing date and time and may not be altered by subsequent offerings, discussions or commitments.

8. MULTIPLE PROPOSALS

If multiple Proposals are offered, the Proponent must submit each Proposal separately in the same format as outlined in the RFP. Proposals must meet the fundamental intent of this RFP. The Evaluation Team will decide the acceptability of each Proposal.

9. COST

Annual cost to complete the assessment service must be quoted in Canadian dollars and exclusive of GST.

10. IRREVOCABILITY OF PROPOSALS

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

11. RFP CLOSING

This RFP will close March 14, 2025 at 3:30:00 P.M. MST

12. CONSENT TO USE OF INFORMATION

The Proponent consents and has obtained the written consent from any individuals identified in the Proposal, to the use of their personal information in the Proposal by the Municipality, the Municipality employees, subcontractors and agents, to enable the Municipality to evaluate the Proposal.

13. INFORMATION DISCLOSURE AND CONFIDENTIALITY

13.1 FOIP

All documents submitted to the Municipality will be subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act (FOIP). FOIP allows persons a right of access to records in the custody and control of the Municipality. It also prohibits the Municipality from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interest(s) or would be an unreasonable invasion of personal privacy as defined in Sections 16 and 17 of the FOIP Act. Proponents are encouraged to identify portions of their submissions that are confidential and what harm could reasonably be expected from its disclosure. However, the Municipality cannot assure Proponents that any portion of the Proponent's documents will remain confidential under FOIP.

13.2 Proposal Return

Proposals and accompanying documentation submitted by Proponents are the property of the Municipality and will not be returned.

13.3 Proposal Rejection

The Town of Blackfalds reserves the right to accept or reject any and all Proposals, and to waive irregularities and informalities at its discretion. The Town reserves the right to accept a Proposal other than the lowest Proposal without stating reasons. By submitting its Proposal, the Proponent waives any right to contest, in any proceedings or action, the right of the Town to accept or reject any Proposal in its sole and unfettered discretion. Without limiting the generality of the foregoing, the Town may consider any other factor besides price and capability to perform the work in its sole and unfettered discretion.

14. PROPONENT PROFILE

The Proposal must include:

- A brief introduction of the Proponent, identifying the members of the consortium (if applicable) and the Prime Proponent who will be the Consortium's contact with the Municipality;
- The full legal name of the Proponent. In the case of Consortium Proposals, the full legal name of the Prime Proponent and each Consortium member must be provided;
- The location of the Proponent's head office and service centers. For Consortium Proposals, head office and service center locations must be provided for each Consortium member;
- A Proponent contact for all questions and clarifications arising from the Proposal. The contact information should include the person's title, address including email, telephone and facsimile number;

- A Proponent contact authorized to participate in contract negotiations. The contact information should include the person's title, address including email, telephone and facsimile number;
- Response to each of the Proponent Requirements identified in this RFP; and
- Details of any and all subcontracting arrangements proposed by the Proponent.

In the case of Consortium Proposals, the Proposal must also:

- Include a statement that the Prime Proponent is responsible for all acts, omissions, errors and performance under any subsequent contract;
- Describe the role of the Prime Proponent and each Consortium member;
- Identify management, ownership, financial and legal relationships between Consortium members;
- Demonstrate a Consortium management approach that will ensure, for the duration of any subsequent contract, clear lines of communication and delivery of Services; and
- Demonstrate that Consortium members are qualified to perform the tasks they have been proposed to perform.

14.1 Proponent References

The Proposal must include corporate references from at least three (3) municipalities in which the Proponent has provided services that are similar in scope and complexity to the services described in this RFP. References must include the name of the municipality and official contact person and should include a street address, email address and telephone number. The Municipality may contact these or other references without prior notice to the Proponent. Proponents who, in the opinion of the Municipality, receive unsatisfactory references may have their Proposal rejected.

14.2 Appendices

If the Proponent wishes to include any other material not specifically requested by this RFP, it may do so by including additional appendices in the Proposal.

14.3 Disclaimer of Liability and Indemnity

By submitting a Proposal, a Proponent agrees:

- To be responsible for conducting its own due diligence on data and information upon which its Proposal is based;
- That it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- That it has gathered all information necessary to perform all of its obligations under its Proposal;
- That it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying the information itself with respect to any terms or conditions that may affect its Proposal;

- To hold harmless the Municipality, its elected officials, officer, employees, insurers, agents or advisor and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;
- That it shall not be entitled to claim against the Municipality, their elected officials, officers, employees, insurers, agents or advisors on grounds that any information, whether obtained from the Municipality or otherwise (including information made available by its elected officials, officers, employees, agents or advisors, regardless of the manner of form in which the information is provided) is incorrect or insufficient;
- That the Municipality 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 the Municipality'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 Municipality to negotiate with any Proponent for the contract whomever the Municipality deems, in their sole and unfettered discretion, to have submitted the Proposal most beneficial to the Municipality.

15. ASSESSMENT SERVICES INFORMATION

15.1 Qualifications

- All Proponents assessment personnel must meet the qualifications as prescribed in the Qualifications of Assessor Regulation A/R 233/2005.
- The Proponent must provide the name of the individual to be appointed by the municipality as the designated assessor in accordance with the Municipal Government Act.

15.2 Statutory Performance Requirement

The Proponent must:

- Prepare assessments, both general and supplementary, in accordance with the Municipal Government Act and its attendant regulations, and adhere to any other policies or guidelines as issued from time to time from the Alberta Provincial Government.
- Provide completed assessments, both general and supplementary, to the Municipality in compliance with the statutory timelines prescribed in the Municipal Government Act and its attendant regulations.
- Provide assessment information, both general and supplementary, as requested by the Minister of Municipal Affairs in compliance with the statutory reporting requirements prescribed in the Municipal Government Act and its attendant regulations.
- Work with Municipal Affairs staff as required.

15.3 Computer Assisted Mass Appraisal Systems

- Provide comprehensive computer assisted mass appraisal (CAMA) software and all subsequent hardware, at the Proponents sole cost, required to provide the assessment service.

- Provide that all assessment data is contained in CAMA and must be easily exported to Excel and/or Word.
- Provide any date conversion at the Proponents sole cost, which may occur as a result of differing versions of CAMA software.
- Provide the annual assessment electronically in a format compatible with the Municipality's tax base software.
- Provide electronic access to all assessment data contained in CAMA.
- Provide security for all assessment data through regular backups. Any system malfunction that results in loss of assessment data or requires re-entry of assessment data will be remedied at the sole cost of the Proponent.

15.4 Property Inspection

Provide a quality assurance and inspection process which includes the following:

- A cyclical inspection schedule that encompasses one quarter (¼) of the parcels in the Town of Blackfalds on an annual basis; to a minimum one (1) time for each parcel, during a four (4) year inspection cycle.
- Provide a schedule of property inspections including cyclical inspection of existing properties and annual inspection of new development.
- Provide a report to the Town each year which includes at minimum the following:
 - Which properties were due for inspection
 - Was contact made with owner or tenant
 - Was an external inspection completed
 - Was an internal inspection completed
 - Any discrepancies noted

15.5 Unique Property Valuation

- The Proponent will be responsible for several unique and difficult to value properties, such as annexed properties that are common to the Municipality.
- The Proposal must identify an inspection and valuation plan to accurately address and maintain these property types.

15.6 Public Relations

- Prepare public forums to address ratepayer questions and concerns.
- Provide direct electronic communication (telephone or email) to address day-to-day questions from ratepayers.
- Conduct on site interviews with ratepayers on request.
- Deal with the media only in concert with representatives from the Municipality.

15.7 Defense of Complaints and Appeals

- Provide defense of any assessment complaints before the Assessment Review Board and any assessment appeals before the Municipal Government Board in compliance with the statutory timelines established as prescribed in the Municipal Government Act.
- Provide expert witnesses as required at the Proponents sole cost. Legal representation will be the responsibility of the Municipality.

15.8 Insurance

- Provide general comprehensive liability insurance in the amount of a minimum of \$2,000,000 with the Municipality as an additional insured.
- Provide a valid Workers Compensation Board account number and be responsible for WCB coverage.

15.9 Ownership of Records

- All assessment records for the Municipality in the possession of the Proponent remain the property of the Municipality.

15.10 Training

- Provide a synopsis of current continuing education initiatives. Any training of Proponents staff is the sole responsibility of the Proponent.

15.11 Business License

- The successful applicant must hold a valid business license with the Town of Blackfalds.

16. FEE SCHEDULE

- The Proposal must contain an annual fee for service including all mileage and automobile expenses, all accommodation, meals and related living expenses, any and all office and related equipment requirements, clerical support and telephone charges, and may include a payment schedule for installments throughout the year. This item should also include a breakdown of:
 - Assessment Services, other than 'Inspection Services' and,
 - Inspection Services
 - Project cost areas, such as any system conversion and unique properties valuation.

17. TERMINATION

Agreement may be terminated as follows:

- By the Municipality effective immediately, for cause, upon notice to the Proponent.
- By either the Municipality or the Proponent for any reason whatsoever upon ninety (90) days' notice to the other party;

- Upon seven (7) days' notice, suspend the work, or any part thereof, of the Proponent upon such terms and conditions as the Municipality deems necessary including the duty to take remedial measures with respect to any permit.

18. EVALUATION CRITERIA

18.1 Proposals will be evaluated in two stages.

The first stage will consist of a review of all Proposals to ensure that each Proposal was received on time and that the Proposal is compliant with all other submission requirements. In addition, it must provide cross references to any parts of the Proposal that contain information that they wish to be considered in the evaluation of any given requirement. Proposals found to be non-compliant will not be given further consideration.

The second stage will consist of an evaluation of the written Proposal based on the award of a possible 100 points using the following criteria:

Criterion	Points
Proposed Inspection and Quality Assurance Methodology	10
Defense of Complaints and Appeals	10
Assessment Experience	25
Training and Transition	5
References	10
Cost/Value	40
Total	100

18.2 Short Listing

A shortlist of Proponents may be established. Short listed Proponents may be requested to make formal presentations regarding their Proposal to the Evaluation Team. Key Proponent management and technical personnel will be expected to participate in presentations. These presentations will be made at no cost to the Municipality.

19. APPROVAL PROCESS

Administration will forward a recommendation on the successful Proponent's bid to a meeting of Council for approval.

Appendix 1
PROPOSAL RESPONSE FORM
ASSESSMENT SERVICES
TOWN OF BLACKFALDS

Proponent: _____

Contact: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Annual Base Fee, which includes Supplemental Assessment, Assessment Hearings, and MGB Hearings:

Contract Period	Fees:
July 1, 2025 – June 30, 2026	
July 1, 2026 – June 30, 2027	
July 1, 2027 – June 30, 2028	
July 1, 2028 – June 30, 2029	
July 1, 2029 – June 30, 2030	

Additional charges (not included in Base Fee):

Description of Service	Fees:

Demonstrated Experience (to be supplied on additional documents): Property Inspection; Defense of Complaints and Appeals; Training and Transition; Public Relation Skills

Authorized Signature: _____ Date: _____

Appendix 2
PROPONENT REFERENCES FORM
ASSESSMENT SERVICES
TOWN OF BLACKFALDS

	Reference #1	Reference #2	Reference #3
Name of Municipality			
Address			
Contact Person			
Title			
Phone number			
Email Address			