



Town of Blackfalds
Request for Proposal

Housing Needs Assessment
June 3, 2026

1.0 INTRODUCTION

The Town of Blackfalds is seeking proposals from qualified consultants to complete a Housing Needs Assessment that meets the requirements of the Province of Alberta's Affordable Housing Partnership Program (AHPP). The HNA will support future planning and funding applications related to affordable and seniors housing.

2.0 BACKGROUND

Blackfalds continues to be one of Alberta's youngest, fastest growing communities, with a population of 11,415 (2024 census). The Town is experiencing increasing housing pressures and emerging needs in both affordable and seniors housing. To guide long-term planning and support future provincial funding applications, the Town requires a comprehensive Housing Needs Assessment.

3.0 OPPORTUNITY

The Town of Blackfalds is seeking a qualified consultant to complete a Housing Needs Assessment that meets the requirements of the Province of Alberta's AHPP and provides a clear understanding of current and future housing needs within the community.

4.0 OBJECTIVE

The objective of this RFP is to hire a consultant that will complete the following project objectives:

- Identify current and projected housing needs across household types and income levels
- Assess gaps in affordable housing, seniors housing and specialized housing
- Provide demographic, economic and market analysis specific to Blackfalds
- Engage local stakeholders, including seniors organizations and housing providers
- Produce a final Housing Needs Assessment aligned with Alberta housing requirements

5.0 SCOPE OF WORK

The scope of work for this project will be as follows:

5.1 Data Collection and Analysis

- Population and demographic trends
- Household composition and income distribution
- Current housing stock, condition and tenure
- Rental and ownership market analysis
- Core housing need and overspending indicators
- Seniors housing demand and projections
- Affordable housing gap analysis

5.2 Consultation and Engagement

- Local housing providers
- Seniors organizations
- Social service agencies
- Developers and builders

- Town Administration and Council

5.3 Deliverables

- Draft Housing Needs Assessment
- Final Housing Needs Assessment (including a Microsoft Word version)
- Presentation to Council
- Data tables, methodology and assumptions appendix

6.0 CONSULTANT QUALIFICATIONS

Proponents should demonstrate:

- Experience conducting housing needs studies in Alberta
- Familiarity with AHPP and provincial housing policy
- Experience with municipal planning and demographic analysis
- Strong stakeholder engagement skills
- Ability to deliver within the project timeline

7.0 PROPOSAL REQUIREMENTS

Proposals must include:

- Company profile and relevant experience
- Proposed methodology and work plan
- Project team and roles
- Timeline and milestones
- Detailed budget
- Two references for similar projects

8.0 BUDGET

The budget for this project is \$30,000, including all fees and expenses.

9.0 SCHEDULE

The project schedule will be as follows:

Request for Proposal packages disseminated:	June 3, 2026
Closing date for receipt of proposal packages:	June 19, 2026 at 2:00 pm
Recommendation for award:	Late June 2026
Project start:	July 2026
Work completed:	December 2026

10.0 GENERAL INSTRUCTIONS TO PROPONENTS

Proposals specifically marked:
“Housing Needs Assessment 2026”

Shall be received by the following:

Mr. Rick Kreklewich
Town of Blackfalds Civic Cultural Centre
5018 Waghorn Street, Box 220
Blackfalds, AB T0M 0J0

Proposals shall include the following:

- Completed Proposal Form (Appendix 'A')
- Qualifications to provide the proposed services
- List of previous work related to the scope of this proposal

Proposal Submittal: One copy of the sealed proposal clearly marked as above.

Proposals will be accepted until 2:00 pm, June 19, 2026.

Late, faxed or emailed proposals will not be accepted. Proposals must be submitted in sealed, clearly marked packages.

11.0 EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Relevant experience	30%
Methodology and work plan	30%
Total cost	20%
Team qualifications	10%
Schedule	10%

12.0 NEGOTIATION

The Town of Blackfalds reserves the right to negotiate with any or all Proponents that have submitted a proposal.

13.0 ACCEPTANCE OF PROPOSALS

The Town of Blackfalds reserves the right to reject any or all Proposals or to accept the proposal deemed most favorable to the Municipality. All proposals must be signed by an authorized signatory of the responding company. The Town is under no obligation to award a contract as a result of this RFP.

Following evaluation, the Town may enter into an agreement with the Proponent determined to best meet the Town's needs and provide the best overall value. The submission of a proposal does not constitute a legally binding agreement.

All submissions are subject to the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA), Alberta.

APPENDIX 'A' – PROPOSAL SUBMITTAL FORM

Housing Needs Assessment 2026

Business Name: _____

Address: _____

Telephone: _____

Email: _____

Proposal Pricing

I hereby propose to provide all services required to complete the Housing Needs Assessment as outlined in the RFP for a total price of \$_____ (not including GST)

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Firm: _____

APPENDIX 'B' – INSURANCE REQUIREMENTS & WCB

INSURANCE REQUIREMENTS

By signing and submitting a proposal under this solicitation, the Proponent certifies that, if awarded the contract, it will obtain the required insurance coverage within five (5) days of award and prior to commencing any work. The Proponent further certifies that it will maintain this insurance for the duration of the contract and that all insurance will be provided by companies authorized to operate in Alberta.

REQUIRED COVERAGE AND LIMITS

Workers' Compensation Board (WCB):

- Proponents must provide a valid WCB clearance letter, or
- If exempt (i.e. sole proprietors), a WCB exemption letter must be provided.

Commercial General Liability (CGL)

- Minimum limit: \$1,000,000 per occurrence
- Must be maintained for the duration of the contract.
- This is the most relevant insurance for consulting work.

Professional Liability (Errors and Omissions):

- Minimum limit: \$1,000,000 per claim
- Must be maintained for the duration of the contract.
- This is the most relevant insurance for consulting work.

Automobile Liability (Owned, Non-Owned and Hired Vehicles):

- Minimum limit: \$1,000,000 per occurrence
- Required only if vehicles are used in the performance of the contract.

INDEMNITY

The Contractor agrees to indemnify and hold harmless the Town of Blackfalds, its officers, agents and employees from any claims, damages, suits, actions, liabilities and costs arising from the Contractor's performance of the services, except where such liability arises from the Town's sole negligence.

PROPONENT'S STATEMENT

I/we understand the insurance and WCB requirements of these specifications and will comply in full if awarded this contract.

SIGNATURE

DATE

FIRM