



# TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0

## Request for Proposal (RFP)

### Standing Offer for Project Management Services with Engineering Capacity

**Date of Issue:** August 26, 2024

**Submission Deadline:** September 6, 2024

---

## 1. Introduction

### 1.1 Purpose

The purpose of this RFP is to establish a standing offer with multiple qualified Project Managers who possess engineering capacity. The selected Project Managers will be included in a pre-approved list to provide project management services on an as-needed basis. This standing offer will facilitate the efficient management of various projects, including developing RFPs, managing ongoing projects, and overseeing engineering tasks.

### 1.2 Background

The Town of Fort Smith is a municipal government committed to providing essential services to its residents. Our projects range in value from thousands of dollars to millions, encompassing a diverse array of areas including:

- **Smaller Recreational Projects:** Development, design, and project management for community parks, playgrounds, and recreational facilities.
- **Town Linear and Built Infrastructure:** Maintenance and upgrades of roads, sidewalks, bridges, and other infrastructure.
- **Planning and Development:** Strategic planning, land use planning, and community development initiatives.
- **Treatment Facilities and Associated Infrastructure:** Design and management of water treatment facilities, wastewater treatment, and related infrastructure.
- **Solid Waste Management Facility:** Design and upgrades for waste management facilities.
- **Building Assessments, Design, and Construction:** Evaluations and recommendations for upgrades, renovations, design, and construction management for various municipal buildings.



# TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0

- **Infrastructure Upgrades for Disaster Mitigation and Climate Change Adaptation:** Enhancements and modifications to infrastructure aimed at improving resilience to disasters and adapting to climate change impacts.

The selected Project Managers will provide oversight and management for these projects, ensuring they are completed on time, within budget, and to the highest standards.

## 2. Scope of Work

### 2.1 Project Management

- **Planning and Strategy:** Develop comprehensive project plans, including scope, objectives, timelines, resources, and budget. Define project milestones and deliverables.
- **Execution:** Lead and manage the execution of projects, ensuring adherence to project plans and timely delivery of outcomes. Coordinate with team members and stakeholders.
- **Monitoring and Control:** Track project progress, identify risks, and implement mitigation strategies. Ensure quality control and manage changes to project scope.
- **Reporting:** Provide regular updates and reports on project status to stakeholders and senior management. Prepare detailed project documentation and final reports.

### 2.2 RFP Development

- **Requirement Gathering:** Collaborate with stakeholders to understand project requirements and objectives.
- **Document Preparation:** Develop clear and detailed RFP documents, including project specifications, deliverables, evaluation criteria, and contract terms.
- **Vendor Management:** Assist in the vendor selection process, including proposal evaluation, interviews, and negotiations. Ensure selected vendors meet project requirements and standards.

### 2.3 Engineering Capacity

- **Technical Expertise:** Apply engineering principles and practices to solve project-related issues and ensure technical accuracy.
- **Design and Analysis:** Participate in the design, analysis, and optimization of project solutions. Provide engineering insights and recommendations.
- **Compliance:** Ensure projects comply with engineering standards, codes, and regulations. Oversee quality assurance and control processes.



# TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0

## 2.4 Budget Development and Monitoring

- **Budget Development:** Prepare detailed and accurate budgets for each project, including cost estimates for labor, materials, and other resources. Work with finance teams to align project budgets with organizational financial goals.
- **Cost Tracking:** Implement systems for tracking project expenditures and ensuring that costs remain within budget. Regularly review financial reports to identify variances and address any discrepancies.
- **Financial Reporting:** Generate and present financial reports on project budgets, expenditures, and forecasts to stakeholders and senior management. Provide recommendations for cost optimization and financial management.

## 2.5 Project Oversight

- **Resource Management:** Allocate and manage project resources effectively. Coordinate with internal teams and external contractors or consultants.
- **Stakeholder Engagement:** Facilitate communication and coordination between all project stakeholders. Address and resolve any conflicts or issues that arise.

## 2.6 Larger Project Requirements

- **Quotes and Estimates:** For larger projects, project manager to provide detailed quotes including estimated time requirements and project management costs. These estimates will serve as a basis for tracking project progress and budget adherence.
- **Tracking and Budgeting:** Develop and implement tracking systems to monitor project progress against the estimated timelines and budgets. Regularly update and review financial and time-related reports to ensure projects stay on track and within budget.

## 3. Qualifications

### 3.1 Educational Background

- Bachelor's degree in Engineering, Project Management, or a related field. A Master's degree or professional certification (e.g., PMP, PE) is preferred.

### 3.2 Experience

- Minimum of 5 years of experience in project management with a strong engineering background. Proven track record in managing complex projects and developing RFPs.



# TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0

## 3.3 Skills

- Strong leadership, communication, and organizational skills. Proficiency in project management software and tools.

## 4. Proposal Requirements

### 4.1 Proposal Content

Proposals should include the following components:

- **Executive Summary:** Briefly summarize your qualifications, approach, and proposed solutions.
- **Experience and Qualifications:** Detail relevant experience, including past projects, engineering expertise, and project management accomplishments.
- **Project Approach:** Describe your approach to managing projects, developing RFPs, and handling engineering tasks. Include methodologies and tools you will use.
- **Pricing:** Provide a detailed pricing structure, including hourly or project-based rates for different types of services. Include any additional costs that may apply.
- **References:** Provide at least three references from past clients or projects, including contact information.

### 4.2 Submission Instructions

- **Format:** Proposals should be submitted in PDF and include all requested information.
- **Submission Method:** Proposals should be submitted electronically to [sao@fortsmith.ca](mailto:sao@fortsmith.ca) by September 6, 2024.
- **Contact Information:** Direct any questions regarding this RFP to Tracy Thomas, SAO at [sao@fortsmith.ca](mailto:sao@fortsmith.ca)

## 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications (30%):** Relevant experience and demonstrated expertise in project management and engineering.
- **Approach and Methodology (25%):** Proposed approach to project management, RFP development, and engineering tasks.
- **Pricing (20%):** Competitiveness and transparency of the pricing structure.
- **References (15%):** Quality and relevance of provided references.
- **Innovation and Value (10%):** Any additional value or innovative solutions proposed.



# TOWN OF FORT SMITH

Post Office Box 147, Northwest Territories, X0E 0P0

## **6. Contract Terms**

### **6.1 Standing Offer**

The successful proposers will be included in a standing offer list. The Town of Fort Smith will issue work orders or task orders as projects arise, and the Project Managers will be selected from this list based on project requirements and availability.

### **6.2 Confidentiality**

All information contained in this RFP is confidential and must not be disclosed to any third parties without prior written consent from the Town of Fort Smith.

### **6.3 Rights Reserved**

The Town of Fort Smith reserves the right to reject any or all proposals, negotiate with any or all bidders, and modify the scope of services as necessary.

### **6.4 Contract Terms**

Each engagement will be governed by a contract specifying the terms and conditions of the task order. Specific details will be negotiated on a case-by-case basis.

---

Thank you for your interest in this RFP. We look forward to reviewing your proposal.

### **Tracy Thomas**

Senior Administrative Officer  
Town of Fort Smith  
PO Box 147; 174 McDougal Road  
Fort Smith, NT X0E 0P0

[sao@fortsmith.ca](mailto:sao@fortsmith.ca)

**867.872.8400**