

REQUEST FOR PROPOSALS (RFP)

Development of a Drainage Masterplan for the Summer Village of South View, Alberta

Issued by: Summer Village of South View, Alberta

Contact Person: Angela Duncan, Chief Administrative Officer,
svsouthview@outlook.com, 780-967-0271

Questions can be directed to Angela Duncan, as noted above.

Issue Date: January 23, 2026 **Closing Date:** February 23 at 4:00pm

1. Introduction

The Summer Village of South View, about an hour west of Edmonton on Lake Isle's north shore, invites proposals from qualified consultants for a drainage masterplan. The plan should cover community-wide drainage, address current issues, recommend solutions, and include a phased implementation strategy with cost estimates.

2. Background

The Summer Village of South View has identified several drainage challenges, including culvert conditions, poorly sized approach culverts, centerline culverts, runoff across roads, and areas prone to flooding. The goal of this project is to develop a drainage masterplan that provides sustainable solutions to these issues while considering environmental impacts, regulatory compliance, and long-term cost-effectiveness.

3. Project Goals

The drainage masterplan should achieve the following objectives:

- Assess and map all culverts within the Summer Village, including their location, length, diameter, and condition. A previous drainage study from 2006 is available to assist with this work.
- Determine elevations and identify locations where drainage ditches should be altered to allow better flow.
- Identify approaches without culverts, incorrectly sized culverts, or damaged culverts and recommend corrective actions.
- Provide recommendations for drainage improvements in key areas, particularly Lake View Avenue.
- Develop a phased implementation plan with detailed cost estimates.
- Ensure compliance with provincial and environmental regulations.

4. Scope of Work

The consultant will be responsible for the following tasks:

4.1 Project Familiarization

- Conduct site visits during spring run off to assess existing drainage issues.
- Review existing maps and data related to the drainage system, to be provided by the Summer Village.

4.2 Drainage System Assessment

- Locate and assess every culvert within the Summer Village, marking them on a map and providing a written description of their location, length, diameter, and condition.
- Identify approaches without culverts, incorrectly sized culverts, or damaged culverts and recommend corrective actions.
- Shoot elevations to determine where drainage can be improved.

4.3 Corrective Measures

- Outline areas where ditches should be altered to improve run off and avoid standing water.
- Propose solutions for isolated drainage issues and areas prone to flooding. Areas to be identified in consultation with the Summer Village and a site visit during spring run-off.

4.4 Implementation Plan

- Develop a phased implementation plan for corrective measures.
- Prioritize projects in the implementation plan.
- Provide cost estimates for each phase of implementation, including capital improvements and operational costs.

4.5 Stakeholder Engagement

- Collaborate with Staff and Council to ensure study meets the community needs.
- Collaborate with municipal staff and regulatory agencies to ensure compliance.

4.6 Deliverables

- A comprehensive drainage masterplan report, including:
 - Inventory of existing drainage infrastructure.
 - Recommendations for corrective measures.

- Phased implementation plan with cost estimates.
- Digital copy of the final report, including maps and technical drawings.

5. Proposal Submission Requirements

Proposals must include the following:

5.1 Cover Letter

- Identify the prime consultant and subconsultants (if applicable) and contact details.

5.2 Experience

- Profiles of relevant team members, including their roles and relevant experience.

5.3 Methodology

- Outline the approach to the project, including key issues and resolutions.
- Provide a work plan and timeline for project completion.

5.4 Pricing

- Detailed fee proposal, including estimated total costs to complete the drainage masterplan.
- Breakdown of project tasks, and expected expenses.

5.5 Agreement

- A copy of your proposed agreement for services.

5.6 Additional Features

- Highlight any innovative solutions or value-added components.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Understanding of the project (15%)
- Ability to meet service requirements (15%)
- Proposal quality and clarity (5%)
- Relevant experience of the project team (20%)
- Proposed project schedule (5%)

- Safety plan and risk mitigation (5%)
- Cost (25%)

7. Submission Instructions

Proposals must be submitted by 4:00pm on February 23, 2026 to:

Angela Duncan, Chief Administrative Officer, svsouthview@outlook.com. Late submissions will not be considered.

Proposals will remain in confidence until awarded.

8. Terms and Conditions

- The Summer Village reserves the right to accept or reject any or all proposals. Lowest Tender may not be accepted.
- Proponents must comply with all applicable laws and regulations.
- Proponents must disclose any potential conflicts of interest.
- All documents submitted will be subject to the Access to Information Act.
- Proponent must show proof of Insurance (including a minimum of \$2 million liability) and WCB.
- The Summer Village intends to award the contract by Monday March 2, 2026. Only the successful proponent, if any, will be contacted.