



REQUEST FOR PROPOSAL

For

REGIONAL RECREATION STRATEGY PHASE 2

Issued: October 23, 2025
Closing: December 4, 2025 at 14:00:00 PM MT
RFP Contact: Terri Sperle
Telephone: 403-507-4805
Email: tsperle@olds.ca

Table of Contents

1.0	GENERAL.....	3
1.1	Invitation to Submit a Proposal.....	3
1.2	Inquiries, Errors or Omissions.....	3
1.3	RFP Amendments.....	3
1.4	Submitting of Proposals	3
1.5	Privacy	4
1.6	Cost to Submit	4
1.7	Negotiations and Contract	4
1.8	Termination of Negotiations and/or RFP Process.....	4
1.9	Period of Commitment.....	4
1.10	Cost.....	4
1.11	Irrevocability of Proposals	5
1.12	Proposal Rejection.....	5
2.0	INFORMATION.....	5
2.1	Background	5
2.2	Scope of Work.....	5
3.0	EVALUATION CRITERIA.....	5
4.0	PROPOSAL REQUIREMENT TO SUPPORT EVALUATION.....	7
4.1	Proposal Submission Letter	7
4.2	Proponent Profile	7
4.3	Project Understanding, Concepts and Proposed Methodology	7
4.4	Project Work Plan	7
4.5	Related Experience and References	7
4.6	Alberta Worker’s Compensation Board (WCB)	7
4.7	Proof of Insurability	8
4.8	Costs	8
4.9	Value-Added Services or Tools.....	8
5.0	AWARDING OF CONTRACT.....	8
6.0	LIMITATION OF LIABILITY	9
	SCHEDULE A	10

1.0 General

1.1 Invitation to Submit a Proposal

Proponents are invited to submit proposals for the **Regional Recreation Strategy Phase 2**.

RFP Issued:	October 23, 2025
Deadline for Questions:	November 6, 2025 at 14:00 PM MT
Deadline for Issuing Addenda	November 13, 2025
Submission Deadline (Closing Date):	December 4, 2025 at 14:00:00 PM MT
Rectification Period	(3 business days)
Anticipated Ranking of Proponents:	December 16, 2025
Contract Negotiation Period:	(7 calendar days)
Anticipated Execution of Agreement	January 6, 2026

The purpose of this study is to develop a long-term strategy that addresses both the renovation or expansion of the Olds Sportsplex to meet immediate and near-term needs, and the potential development of a new regional multi-use recreation facility on Olds College lands to support long-term growth and regional collaboration. The study will assess how these investments could proceed independently or in tandem, including the strategic, financial, and operational implications of each. This RFP is intended to provide a fair and open opportunity for qualified proponents to participate. The RFP timetable is tentative and may be adjusted at the discretion of the Committee. For clarity, "business days" refers to days when the Olds Municipal Centre is open.

Proponents are advised to pay careful attention to the specifications laid out in this RFP. Failure to satisfy any term or condition in this RFP may result in the proposal being deemed unacceptable. The Committee reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The Committee reserves the right to accept a proposal other than the lowest price proposal without stating reasons. This RFP does not commit the Committee to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at meetings with the Committee.

There will not be a bidders' meeting associated with this procurement.

1.2 Inquiries, Errors or Omissions

All inquiries must be directed to the RFP Contact in writing by **November 6, 2025 at 14:00 hrs MT**. Inquiries and responses will be recorded and may, at the Committee's discretion, be distributed to all proponents. Proponents should notify the RFP contact in writing of any ambiguity, divergence, error, omission, oversight or contradiction in this RFP. Verbal responses to inquiries are not binding on any party.

1.3 RFP Amendments

The Committee reserves the right to amend the RFP documents and addenda up to 48 hours prior to the RFP Closing Date and Time. Any changes to this document will be communicated to all involved proponents, in writing, as an addendum.

1.4 Submitting of Proposals

Proponents are requested to submit their submission in the form prescribed herein by the submission deadline to the Committee contact identified below.

Proponents should submit one electronic copy (in PDF or Word format) by email to:

Terri Sperle, Grant and Procurement Administrator, Town of Olds
Email: TSperle@Olds.ca

Proposals are to be prominently marked with the RFP title (see RFP Cover) in the email subject line, with the full legal name and return address of the proponent, and with the submission deadline in the email.

Proponents are cautioned that the RFP closing time is based on when the proposal is RECEIVED by the Committee, and NOT when a proposal is submitted by the proponent. It is the sole responsibility of the proponent to be mindful of the length of time for the proposal to be transmitted due to file transfer size, transmission speed, etc., and the Committee shall not be responsible for any delivery issues whether or not caused by the Committee server. As such, proponents are responsible for verifying that their submissions have been received at the correct location.

Any proposals received after the closing date and time will be considered disqualified.

1.5 Privacy

All proposals become the property of the Town and may be subject to disclosure under Alberta's **Access to Information and Protection of Privacy Act**. If your proposal contains confidential or proprietary information, please clearly identify it.

1.6 Cost to Submit

The Committee will not be liable for any costs incurred by any proponent in the preparation and submission of a proposal, in the facilitation of a presentation to support the proposal, or any other activities related to the creation of their proposal.

1.7 Negotiations and Contract

Proponents are advised that the Committee intends to enter into negotiations with the selected proponent.

Notwithstanding the foregoing, the Committee may, prior to and after contract award, negotiate changes to the scope of work, the specifications or any conditions with or one or more of the proponents without having any duty or obligation to advise any other proponent or to allow them to vary their proposal compensation as a result of such changes and the Committee shall have no liability to any other proponent as a result of such negotiations or modifications.

1.8 Termination of Negotiations and/or RFP Process

The Committee reserves the right to terminate contract negotiations with any proponent and to enter into contract negotiations with any other proponent if, in the opinion of the Committee, at any time, the contract negotiations with the initially selected proponent will not be satisfactorily concluded in the best interests of the Committee.

1.9 Period of Commitment

Proposals shall be final and binding for 90 days from this RFP's closing date and time and may not be altered by subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the Committee.

1.10 Cost

The Maximum Total Fee for this project is \$150,000.00. The Town of Olds, as Managing Partner, has received federal grant funding for the Regional Recreation Strategy Phase 2 through the ACP Intermunicipal Collaboration component, funded through Municipal Affairs. All costs must be quoted in Canadian dollars and exclusive of GST.

1.11 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.

1.12 Proposal Rejection

The Committee may reject any or all proposals.

2.0 INFORMATION

2.1 Background

The Town of Olds, in partnership with Mountain View County, Olds College, Chinook's Edge School Division, and Olds Regional Exhibition (ORE), is undertaking Phase 2 of the Regional Multiplex Study. Building on the 2021 Regional Recreation Master Plan and the 2024 Olds Sportsplex Condition Assessment, this phase will identify how Olds can meet mid-term recreation needs while planning for long-term regional opportunities.

The study will evaluate restoration and expansion options for the Sportsplex, potential land and site requirements tied to ORE, and the feasibility of future recreation facilities on Olds College lands. It will also explore opportunities for ORE's relocation or co-location with Olds College to support educational programming and event tourism.

Key considerations include financial feasibility, community demand, and operational sustainability. The final report will provide a phased strategy and business case to guide investment, strengthen partnerships, and inform future recreation planning.

2.2 Scope of Work

Please refer to Schedule A.

3.0 EVALUATION CRITERIA

The Committee reserves the right to accept or reject any and all proposals. The Committee reserves the right to accept a submission other than the lowest price submission without stating reasons. By the act of submitting a response to this RFP, the proponent waives any rights to contest in any legal proceeding or against the right of the Committee to award the work to any proponent in its sole discretion.

The first stage will consist of a review of all submissions to ensure that each submission was received on time, that the certification is properly completed and signed, and the submission is sufficiently responsive to the RFP.

Following the initial evaluation of the proposals, the second stage will consist of a comprehensive evaluation of the RFP based on the criteria listed below. The proponent may be contacted at that time to provide further information or address any questions or issues that may have arisen while evaluating the proponent's proposal.

Evaluation Category	Weighting
Relevant Experience, Qualifications & References - Demonstrated experience in regional recreation planning, facility development, stakeholder engagement, and financial modeling. Experience with multi-jurisdictional or rural projects is considered a strong asset.	25
Team Composition & Expertise - Qualifications, relevant experience, and availability of key team members. Clarity of roles and depth of expertise in recreation planning, architecture/engineering, and financial analysis.	15
Proposed Work Plan & Methodology - Clear understanding of the project scope, proposed approach, quality of methodology, and timeline. Demonstrates a logical, efficient, and effective plan to achieve desired outcomes.	25
Public & Stakeholder Engagement Approach - Demonstrated understanding of inclusive, meaningful engagement practices. Creativity and effectiveness of proposed engagement tools, and ability to work collaboratively with diverse stakeholders.	15
Project Cost & Value - Detailed fee schedule with clear breakdown of costs. Evaluation will consider overall value for money, not necessarily the lowest bid.	10
Innovation & Added Value - Unique insights, tools, or added-value services the consultant brings to the project (e.g., benchmarking tools, visual modeling, grant funding knowledge, etc.).	10
TOTAL	100

Proposals will be evaluated and ranked according to the outline below. Evaluations will be based on a scale of 0 to 10. The score of each criterion will be determined by multiplying the criteria weight by the rating. The sum of all scores will be the total score. The Town reserves the right to reject any proposal that receives a rating of four (4) or less on any criterion.

Rating	Description
10	Exceeds expectations; Proponent clearly understands the requirement, excellent probability of success.
8	Somewhat exceeds expectations; Proponent has a very good understanding of the requirement, very good probability of success.
6	Meets expectations; Proponent has a good understanding of the requirements, good probability of success.
4	Somewhat meets expectations; minor weakness or deficiencies, Proponent understands the requirement, fair probability of success.
2	Does not meet expectations or demonstrate understanding of the requirements, low probability of success.
0	Lack of response or complete misunderstanding of the requirements, no probability of success.

Upon completion of stage two, a short list of proponents will be invited to participate in the third stage if the Committee decides to proceed beyond the RFP stage, if required.

The third stage of the evaluation will consist of oral presentations to the Committee. Proponents invited to participate in the third stage are to ensure that the individual identified as the project leader in their RFP submission will be available during the interview portion of the evaluation in addition to any other key personnel that the proponent wishes to include.

4.0 PROPOSAL REQUIREMENT TO SUPPORT EVALUATION

Proposals should be organized in the following format using the section titles and sequence listed below, to facilitate evaluation and to ensure each proposal receives full consideration.

4.1 Proposal Submission Letter or covering letter

Must be dated and signed by an official authorized to negotiate, make commitments, and provide any clarifications on behalf of the proponent.

4.2 Proponent Profile

The proposal must include:

- A **brief** introduction of the proponent, identifying the members of the project team and project lead (if applicable)
- Project team members identified are to remain on the project until completion. Any changes in project team members will be subject to Committee approval, and the proponent shall ensure such changes do not negatively impact the quality of the deliverables and project timelines
- A contact for any questions or clarifications arising from the proposal. Contact information should include name, title, address, email, and phone number
- Contact information for the proponent's head offices and applicable service centres, and
- Details of any subcontracting arrangements proposed by the proponent.

4.3 Project Understanding, Concept and Proposed Methodology

This section should specifically address the proponent's understanding of the Committee's needs and provide details of the proponent's methodology to the scope of work including all items listed in Schedule A. The proponent should outline their project vision, processes and systems used for planning, scheduling, and budgeting to meet the obligations and requirements under this schedule are also met.

This section must address the work, effort, and team member participation role in delivering the work. The proposed methodology should also identify any potential options, or changes to the outlined approach that could be advantageous to the project. Any such optional work should be identified specifically or outlined in a separate section.

4.4 Project Work Plan

A work plan and project schedule for completing the scope of work for this RFP in accordance with the timelines identified in Schedule A.

4.5 Related Experience and References

The proponent shall include a list of three (3) recent and relevant projects (within the last four years) with their RFP package. Each of the references shall include a contact person complete with title, **email address** and phone number. The references will reflect similar work that has been provided. Preference will be given to companies with experience working with municipalities with similar demographics and requirements to this project.

4.6 Alberta Worker's Compensation Board (WCB)

A current Alberta WCB Clearance Letter should be included in the proposal as evidence of such coverage and confirmation that the proponent's account is in good standing. If the proponent does not have such coverage in place, the proponent will be required to obtain it within 10 days upon receiving notice of the intent to award.

4.7 Proof of Insurability

Proponents shall provide proof of general comprehensive liability insurability, from a licensed insurer, in the amount of a minimum of \$2,000,000 with the municipality (Town of Olds) as an additional named insured.

4.8 Costs

Provide a schedule of total fees proposed per the work plan key tasks. The total should include all fees, costs, and disbursements (including travel costs), sub-consultant fees, and any other expenses as required under Schedule A.

Itemize separately any additional services being recommended to the Committee in addition to the project scope.

4.9 Value-Added Services or Tools

Proponents are encouraged to identify any value-added tools or services that enhance project quality or long-term impact. These may include benchmarking tools, spatial analysis, engagement platforms, conceptual renderings, funding strategy support, or post-project advisory services - particularly those that support decision-making, public understanding, and regional collaboration.

5.0 Awarding of Contract

This RFP should not be construed as a contract to purchase goods and services. Only written notice, to the proponent of acceptance of the proposal by the Committee, and the subsequent full execution of a written agreement, shall constitute a contract for the provision of a Regional Recreation Strategy Phase 2.

The Committee reserves the right to accept or reject, in whole or in part, all proposals received. The lowest or any proposal will not necessarily be accepted, as various criteria are used in the evaluation process.

No act of the Committee, other than a notice in writing signed by the Town of Olds Chief Administrative Officer, or his designate, shall constitute an acceptance of a proposal.

The Committee reserves the right to reject any or all proposals. Without limiting the generality of the foregoing, Committee may reject any proposal which:

- Is incomplete, obscure, irregular, or unrealistic;
- Omits or fails to include any or more items in the proposal offer for which a price is required by the RFP;
- Fails to complete the information required by the RFP to be furnished with the proposal or fails to complete the information required whether the same purports to be completed or not;
- Fails to be submitted before the deadline.

Further, a proposal may be rejected on the basis of:

- The proponent's past performance, if applicable, with the members of the Committee;
- Financial constraints;
- Unreasonable or unacceptable completion schedules; and
- Failure to comply with federal, provincial, and municipal legislation.

The Committee has the right, in the interest of the Committee, to waive any informality, insufficiency or irregularity in any proposal responses received, and to accept the proposal that is deemed most favourable to the interests of the Committee.

6.0 Limitation of Liability

Notwithstanding any other provision, by submitting a proposal, each proponent agrees that any claim that the proponent may have against the Committee and its employees, agents, consultants and elected officials (collectively the "Committee Parties") for damages, losses, or expenses or for any other legal relief, arising, directly or indirectly, under or in relation to this Request for Proposals process (whether in contract, tort, or other legal theory) is limited to an amount equal to the proponent's actual and reasonable costs in preparing its proposal to a maximum of \$2,500.00. For clarity, each proponent specifically waives as against the Committee Parties any claim for loss of profit or anticipated profit, loss of opportunity, loss of reputation, consequential or indirect losses or for judicial review or injunctive relief.

SCHEDULE A

Overview

The Town of Olds, in collaboration with Mountain View County, Olds College, Chinook's Edge School Division, and Olds Regional Exhibition (ORE), is undertaking Phase 2 of the Regional Multiplex Study. This study will provide a roadmap for how Olds will meet mid-term recreation needs while planning for long-term regional opportunities. Building on the 2021 Regional Recreation Master Plan and the 2024 Olds Sportsplex Condition Assessment, Phase 2 will explore restoration and expansion options for the existing Sportsplex; land requirements for future Sportsplex needs tied to ORE's current location; and the feasibility of co-locating future recreation facilities (including ORE) on Olds College lands.

The short-term focus is to ensure the Sportsplex remains a sustainable community hub through reinvestment while leaving the door open for future expansion; and the Town needs the successful proponent to build on the 2024 Sportsplex Report. At the same time, the study will assess opportunities for ORE relocation and co-location with Olds College, which could align with agricultural programming, high school curriculum, and event tourism. Looking ahead, Phase 2 will also evaluate the viability of a long-term regional recreation facility at Olds College, especially an indoor field house, designed to meet both educational and community needs.

Key considerations for this work include financial feasibility, community demand, stakeholder input, and operational sustainability. The study must recommend a phased approach that prioritizes investment, strengthens regional partnerships, and builds a credible business case for building and operating such facilities.

The project budget is \$150,000. The Town and its partners are seeking a qualified consultant to refine this vision, provide technical expertise, and deliver recommendations that balance immediate reinvestment priorities with long-term, regional-scale opportunities.

Scope of Work

The selected consultant will lead the development of a Regional Recreation Strategy that integrates technical analysis, engagement, facility planning, and strategic recommendations. The consultant will work closely with the Project Committee and key regional stakeholders to deliver all project phases.

A. Project Management

- Develop a detailed project work plan and schedule.
- Facilitate a project kickoff meeting and attend regular check-ins with the Committee.
- Provide monthly written progress updates.

B. Background Review

- Review and synthesize the following:
 - 2021 *Mountain View Regional Recreation and Culture Master Plan*
https://www.olds.ca/media/sntn2k0o/schedule_c_-_final_mountain_view_regional_parks_recreation_culture_master_plan_2021.pdf
 - 2024 *Olds Sportsplex Condition Assessment*
https://www.olds.ca/media/k4tbcilx/2024_arena_olds_sportsplex_facility_lifecycle_assessment_and_feasibility_studysalas_o_brien.pdf
 - Relevant comparator studies and facility models.
- Identify lessons learned from other municipalities with phased or multi-site recreation development.

C. Community Needs Assessment

- Confirm or update the 2021 regional recreation needs assessment including:
 - Population growth and demographic analysis.
 - Demand for recreation programs and services.
 - Gaps in accessibility, inclusion, and service delivery.

D. Project Scope

Phase 2 of the Regional Multiplex Study will focus on:

1. Restoration and Potential Expansion of the Olds Sportsplex

- Identify operational models and partnership opportunities that maximize usage, reduce duplication, and ensure financial sustainability.
- Confirm the viability, costs, and benefits of expanding the existing Sportsplex to meet current and future recreation demand.
- Evaluate site capacity and functional layouts, assuming expansion occurs on land currently occupied by ORE.

2. Land Requirements and ORE Relocation

- Examine the land south of the Sportsplex (owned by ORE) as necessary to any expansion of Sportsplex footprint.
- Assess the feasibility of utilizing Olds College lands, in alignment with College priorities and available space, for future recreation facilities.
- Explore potential ORE co-location opportunities (e.g., riding arena, grandstands, stock corrals, AgSmart venue) that could support ORE's mandate while complementing College programs, high school curriculum, event tourism, and community use.

3. Future Regional Recreation Facility at Olds College

- Build on the 2021 master plan concept of a new recreation facility/fieldhouse located at Olds College, adjacent to Olds High School.
- Assess whether College lands are available and whether co-location creates operational and utilization benefits.
- Position this as a long-term (~10 year) opportunity, with phased development following ORE's relocation.

Key considerations in this analysis will include:

- Stakeholder Engagement: Consultation with ORE, Olds College, Chinook's Edge School Division, Mountain View County, facility user groups, and the broader community will be central to the study.
 - Interviews and meetings with key contributors (10 – 15 in total)
 - Survey of Community User Groups (Online)
 - Community Survey (Online)
- Cost-Benefit Analysis: A comparison of capital and operational costs for each option, assessing financial feasibility and long-term sustainability.
 - Capital Cost Accuracy (Class D – Architect or Cost Consultant)
- Community Needs Assessment: Identifying current and projected recreation demands to ensure the selected approach aligns with regional requirements.
- Phased Approach: A hypothetical project scope should be structured to allow for capital outlay in prioritized phases.
- Operational Sustainability: Evaluating models for governance, management, and ongoing operational funding to ensure long-term viability.

- Operating Models
 - ORE: Operating on lands adjacent to Olds College but owned by the Town of Olds.
 - Indoor Fieldhouse: Owned and operated by the Town of Olds but utilized by the broader community and the future programming needs/curriculum of both Olds College and Ecole Olds High School.
- Comparative Models: The study will include a review of comparable regional partnerships and facility models, recognizing Olds' unique advantages with its College and High School assets.

E. Project Deliverables

Based on the above project scope, this project will result in the following:

- Technical assessment of Sportsplex expansion options, costs, and operating implications.
- Feasibility analysis of utilizing Olds College lands for co-location opportunities, including ORE and a recreation facility.
- Refined business case for a regional indoor fieldhouse located on Olds College lands.
- Conceptual fieldhouse plans prepared by an architect with sector-specific expertise.
- Stakeholder engagement summary and regional benefit analysis.
- Recommended phased implementation strategy with timelines, financial impacts, and partnership structures.

F. Timeline

The final report must be completed by **October 31st, 2026**. A detailed schedule will be finalized during project initiation.