



*****Attention to all members of the public*****

We want to clarify that this RFP is intended for contractors, vendors, and industry suppliers only. We kindly ask that members of the public refrain from submitting any raising concerns or questions related to the program through this RFP.

We know that many of you may have questions or concerns about the program, and we want to hear from you! If you have any comments or questions, please feel free to reach out to Greg Peters, our Director of Emergency and Protective Services (403-823-1362). He's happy to chat with you and address any concerns you may have.

We want to emphasize that the specifics of how the program will function will not be known until a vendor is selected and the program's operation conditions and rules are established. However, we want to ensure that we are transparent and open about the process, and that you have all the information you need.

Thank you for your understanding and cooperation in this matter.

We look forward to working with you to make this new program a success!

REQUEST FOR PROPOSAL

Solicitation #**[2023-EPS-002]**

PROPOSAL: **[Supply of Mobile Parking Payment Technology Services]**

DATE: **[February 16 , 2023]**

INITIATOR: **[Greg Peters, Director of Emergency and Protective Services]**

DATE PROPOSAL REQUIRED:

YEAR: **[2023]** MONTH: **[March]** DAY: **[7]** TIME: **[2:00 PM Local Time]**

Submit Proposal via email to: purchasing@drumheller.ca **with the subject line:**

“RFP - [Supply of Mobile Parking Payment Technology Services 2023-EPS-002]”

Note: All submissions must be in PDF format and not exceed 100MB in size. Zip files will not be accepted.

This Request for Proposal document is comprised of:

1. RFP General Instructions
2. Schedule A – Scope of Work
3. Schedule B – Fee Schedule
4. Schedule C – Submission Cover Form
5. Schedule D – Maps
6. Schedule E – Sample Contract

If you do not have all of these components the RFP package is incomplete - please contact the Initiator.

Your firm is invited to submit a Proposal, pursuant to the general conditions for the scope of work as described. This Proposal shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

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1. Introduction

Proponents are invited to submit proposals for the provision of a Mobile paid parking technology services as specified in this Request for Proposal (“RFP”).

This RFP will be conducted with the objective of maximizing the benefit to the Town of Drumheller (the “Municipality” or the “Town”), while offering proponents a fair and equitable opportunity to participate. Proponents are advised to pay careful attention to the wording used throughout this RFP. Failure to satisfy any term or condition of this RFP may result in an unacceptable Proposal.

1.1. Definitions

Terms used in this RFP have the meaning set out below unless otherwise indicated.

- a) “Proponent” means an individual or a company that submits, or intends to submit, a submission in response to this RFP;
- b) “must”, “shall”, or “mandatory” means a requirement that must be met in order for a submission to receive consideration;
- c) “should” or “desirable” means a requirement having a significant degree of importance to the objectives of the RFP;
- d) “Contract” means the written agreement resulting from this RFP executed by the Town of Drumheller.

2. Instructions

The following terms and conditions will apply to this RFP and to any subsequent Contract. Submissions in response to this RFP indicates acceptance of the terms that follow and any terms that are included in an addendum issued by the Town of Drumheller.

2.1. Inquiries and Addenda

All inquiries related to this RFP are to be directed via email to purchasing@drumheller.ca. All responses shall be provided via addenda.

Information obtained from any other source is not official and should not be relied upon. Inquiries and responses will be recorded by the Town of Drumheller and may be distributed to all Proponents at the Town’s discretion and as time permits.

Written addenda are the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP. It is the Proponent’s responsibility to ensure they have viewed all addenda prior to submitting their Submission. Proponents should acknowledge receipt of all addenda in the Submission Covering Form (Appendix 1).

The Director may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies, or omissions in the Request for Proposal, or clarifying the meaning of intent of any provision therein.

The Director will issue each addendum at least two (2) Business Days prior to the Submission Deadline or provide at least two (2) Business Days by extending the Submission Deadline. Addenda will be available on the Town of Drumheller website at <https://www.drumheller.ca/do-business/tenders> and the Alberta Purchasing Connection website at <https://www.purchasingconnection.ca/>.

The Proponent is responsible for ensuring that he/she has received all addenda and is advised to check the posting websites for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

2.2. RFP Schedule of Events

RFP Issue Date: February 16, 2023

RFP Closing Date: March 7, 2023

2.3. Submissions

Submit one (1) electronic copy of the proposal via email to purchasing@drumheller.ca. Note: All submissions must be in PDF format and not exceed 100MB in size. Zip files will not be accepted. Submissions are to be submitted with the Submission Covering Form (Appendix 1) via email with subject line "RFP - Supply of Mobile Parking Payment Technology Services 2023-EPS-002".

Submissions are to contain the following:

a. Proponent Organization/Profile/Technical Skills

Proponents are requested to provide an overview of their organization and profile the key representatives who will be charged with this project.

b. Submission/Proposal Format

Proponents should submit their proposed response in the following preferred format:

- a) Letter of Introduction
- b) Table of Contents
- c) Proposal/Project Requirements/Scope
- d) Experience - Proponents and Subcontractors of Proponents are requested to identify at least three (3) relevant contracts undertaken within the last three (3) years that are consistent to the scope of this project.
- e) Project Understanding and Methodology
- f) Project Schedule
- g) Value Added Services
- h) Pricing
- i) Any related appendices

2.4. Irrevocability

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its submission prior to the closing date and time. At the time of close all submissions become irrevocable. By submission of an RFP, the Proponent agrees that should its submission be successful, the Proponent will enter into a related Contract with the Town of Drumheller.

2.5. Conflict of Interest Disclosure

Proponents must describe any conflict of interest, or potential conflict of interest that may be present for the Proponent, agents, or sub-contractors. Proponents, by responding to this RFP, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.

Conflict of Interest means any situation or circumstance where Proponent or key personnel proposed for the Work has:

- a) other commitments;
- b) relationships;
- c) financial interests; or
- d) involvement in ongoing litigation; that could or would be seen to:
 - i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the Town with respect to the evaluation of Proposals or award of the Contract; or
 - ii) compromise, impair or be incompatible with the effective performance of a Proponent's obligations under the Contract;
 - iii) has contractual or other obligations to the Town that could or would be seen to have been compromised or impaired as a result of its participation in the RFP process or the Project; or
 - iv) has knowledge of confidential information (other than confidential information disclosed by the Town in the normal course of the RFP process) of strategic and/or material relevance to the RFP process or to the Project that is not available to other proponents and that could or would be seen to give that Proponent an unfair competitive advantage.

2.5.1 In connection with its Proposal, each entity identified shall:

- a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Project;
- b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the RFP process, promptly disclose a detailed description of the Conflict of Interest to the Town in a written statement to the Project Manager; and
- c) provide the Town with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any additional information to the Town that the Town considers necessary to properly assess the perceived, potential or actual Conflict of Interest.

2.5.2 The Town may, in its sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The Town's waiver may be based upon such terms and conditions as the Town, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Proponent to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the Town, in its sole discretion, to avoid or mitigate the impact of such Conflict of Interest.

2.5.3 In addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the Town, the Town may, in its sole discretion:

- a) disqualify a Proponent that fails to disclose a perceived, potential or actual Conflict of Interest of the Proponent or any of its key personnel;
- b) require the removal or replacement of any key personnel proposed for the Work that has a perceived, actual or potential Conflict of Interest that the Town, in its sole discretion, determines cannot be avoided or mitigated;
- c) disqualify Proponent or key personnel proposed for the Work that fails to comply with any requirements prescribed by the Town to avoid or mitigate a Conflict of Interest; and
- d) disqualify a Proponent if the Proponent, or one of its key personnel proposed for the Project, has a perceived, potential or actual Conflict of Interest that, in the Town's sole discretion, cannot be

avoided or mitigated, or otherwise resolved.

2.5.4 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the Town, in its sole discretion.

2.6. Ownership of Information

All documents submitted to the Town of Drumheller become the property of the Town of Drumheller. Proposals will be received and held in confidence by the Town of Drumheller, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

3. History

In recent years Drumheller has experienced a record number of visitors, surpassing all previous annual counts since data collection began. Increased visitation places a heavy demand on municipal services and creates enormous challenges for staff to maintain appropriate standards of garbage collection, recycling, water provision, sewer collection, bylaw enforcement, emergency response and other municipal services.

Visitation spiked upwards in the summer of 2015 and has remained at new record highs for the past few summers, up to and including 2019. With a population of approximately 8,000 residents, Drumheller hosts in excess of a half million visitors each year. Municipal services and facilities are paid for primarily by property taxes levied against local residential and commercial properties. The spike in visitation in recent years reveals assets are suffering the effects of aging and over-use and are in need of refurbishment or replacement.

4. Current Issues and Context

- a) The proposal should include downtown business core highlighted on Appendix 2 map in purple, street parking spaces blocked off in black and parking lots highlighted in red on map in Appendix 2, coupled with an expansion of permitted residential parking in adjacent areas (shown in black) as there are resident issues with paid parking spilling over into residential areas.
- b) The Town would like to note that some areas delineated by black rectangles and yellow fringe are residential areas and some are downtown and would be paid parking designated. Those in residential parts would not be included in paid parking but instead it is expected that residents would seek exemptions.
- c) The Town currently has approximately 493 possible on-street paid parking spaces and 532 parking lot spaces in the indicated parking lots.
- d) The Town would like to ensure adequate signage while not over polluting the streetscape.
- e) The Town would like to ensure resident, business and flexible solutions. Large focus on resident, commercial and visitor overall satisfaction is of great importance.
- f) The Town would like to provide an exemption program for residents, solutions are welcomed in proposals.
- g) The Town would like to operate the paid parking from May 1st to October 31 with hours being paid from 9:00 am to 9:00 pm.
- h) The Town would like to charge \$3/hour for on-street parking and \$2/hour for off street parking lot parking or \$12/hour for a full day (parking lots only).
- i) The Town of Drumheller currently uses Vadim-iCity Financial Software.

5. Proposal Content

a. Objective

The proposal will include those services as outlined in **Schedule A** of this document.

b. Key Dates

The anticipated contract term is from **May 1, 2023 to April 30, 2028**

It is the intention of the Town of Drumheller to enter into a five (5) year agreement with the successful vendor to provide mobile paid parking services. If the contract is satisfactorily carried out for the five-year term, the successful Proponent's contract may be extended for one (1) additional five (5) year contract or five (5) one (1) year terms at the sole discretion of the Municipality.

6. Project Scope

a. Expectations

The proposal is expected to include an outline of services. Variance from the services as outlined in **Schedule A** of this document are to be fully explained.

b. Mandatory Requirements

Security

- CSA-STAR Level 1 Certification
- PCI-DSS Compliant (Payment Processor PCI-DSS Level 1 Certified)
- ISO 27000 & ISO 27001 Compliant
- Cyber Secure Canada Compliant - Canada Federal Accreditation

The relationship between the Town and the successful proponent will be on a contract basis. The proponent will be responsible to provide industry standard insurance coverage, verification of Worker Compensation Board account status and any other normal employer related benefits for their staff.

c. Pricing

The proposal will include individual costs for each service, GST segmented. Refer to **Schedule B** of this document for a list of minimum required items and services.

7. Specific Requirements

a. Acceptance of Proposal

The highest rated, lowest priced, or any proposal will not necessarily be accepted.

b. Proposal Revisions/Cancellation

Proposal revisions must be received prior to the RFP submission/closing date and time.

The Town of Drumheller reserves the right to modify the terms of the RFP prior to the proposal submission date at its sole discretion. The Town also reserves the right to cancel the RFP at any time prior to entering into a contract with the successful proponent.

c. Disclosure

All documents, including attachments, submitted by proponents shall become the property of the Town of Drumheller. Proposal information is proprietary and as such shall be treated as confidential.

However, under the Freedom of Information and Protection of Privacy Act, some information may be accessed. Please identify any information within the scope of your proposal that you would not want to

have disclosed. Information pertaining to the Town of Drumheller obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Town of Drumheller.

The information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Town of Drumheller nor is it necessarily comprehensive.

8. Evaluation Criteria

Evaluation of proposals will be by a committee formed by the Town of Drumheller. The Town's intent is to enter into a Contract with the Proponent who has the highest overall scoring results from the evaluation process. The following criteria will be used to evaluate the proposals received.

- 40% Related Project Experience
- 30% References (Previous experience and references from tourist communities/cities)
- 20% Service plan/Schedule and availability
- 10% Budget (Pricing proposal and rationale)

8.1 Interview

The Director of Emergency and Protective Services, in his/her sole discretion, interview Proponents during the evaluation process and ask Proponents to provide product demonstrations to given scenarios.

9. General Conditions

9.1. Mandatory Requirements

Submissions not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

9.2. Negotiation Delay

The successful proponent will be required to enter into a contract with the Town of Drumheller. Negotiation sessions may be held to finalize contract details and other expectations of the parties applicable to the services/work based on the RFP and the proposal submitted.

If a written Contract cannot be negotiated within 30 (thirty) days of notification of the successful Proponent, the Town may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

The Town reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission. The Town may negotiate with the Proponents submitting, in the Town's opinion, the most advantageous Proposals. The Town may enter into negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The Town shall incur no liability to any Proponent as a result of such negotiations.

9.3. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate submission and clearly marked 'Alternate'.

9.4. Proponent's Expenses and Limitation of Damages

Proponents are solely responsible for their own expenses in preparing a submission and for subsequent negotiations with the Town of Drumheller, if any. Any Proponent, or other party by responding to this RFP will be solely responsible for any expense, damage, loss or liability incurred by it, including loss of opportunity and loss of profits or potential profits, in connection with its consideration of and response to the RFP.

By submitting a Proposal, the Proponent absolutely waives any right, or cause of action against the Town of Drumheller, its officers, employees, or agents by reason of the Town's failure to accept the Proposal submitted by the Proponent, whether such right or cause of action arises in contract, negligence, bad faith or otherwise.

9.5. Sub-contractor

- a) Using a sub-contractor (who should be clearly identified in the submission) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one Proponent is required to take overall responsibility for successful performance of the Contract, and this must be clearly defined in the submission.
- b) Where applicable, the names of approved sub-contractors listed in the submission will be included in the Contract.

9.6. Acceptance of Submissions

- a) This RFP should not be construed as an agreement to purchase goods or services. The Town of Drumheller is not bound to enter into a Contract with any Proponent. Submissions will be assessed in light of the Evaluation Criteria. The Town will be under no obligation to receive further information after the closing date, whether written or oral, from any Proponent.
- b) Neither acceptance of a submission nor execution of a Contract will constitute approval of any activity or development contemplated in any submission that requires any approval, permit or license pursuant to any federal, provincial or municipal statute, regulation or bylaw.
- c) The Town reserves the right in its sole discretion to cancel the competition in whole or in part at any time for any reason; or to reject any or all submissions and to cancel this RFP, at any time and for any reason. The Town further reserves the right to accept or reject any submission, in whole or in part, or to waive any minor irregularities at its own discretion.
- d) The Town may, after reviewing the submissions received, enter into discussion with one or more of the Proponents without such discussions in any way creating a binding contract between the Town and any such Proponent. There will be no binding agreement with the Town until the Town has released an award letter to the successful Proponent.

9.7. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events. Further, the Town of Drumheller will not be obligated in any manner to any Proponent until a written agreement has been duly executed relating to an accepted submission.

The Town reserves the right in its sole discretion to award the contract in writing in whole or in part to one or more Proponents based upon overall best value to the Municipality. The Town also reserves the right to, in its absolute discretion, to accept the application which it deems most advantageous to itself and the right to reject any or all applications in each case without giving notice.

9.8. Form of Contract

By submission of a RFP, the Proponent agrees that should it be identified as the successful Proponent, it is willing to enter into an agreement with the Town of Drumheller. The Proponent's proposal is irrevocable and open for acceptance for a period 60 (sixty) days from the date of closing of the RFP. The Town is not under any obligation to award a contract and may elect to terminate the RFP at any time.

9.9. Liability for Errors

While the Town of Drumheller has provided a reasonable and accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents.

9.10. Modification of Terms

The Town of Drumheller reserves the right to modify the terms of this RFP at any time at its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the successful Proponent.

9.11. Extension of Closing Date

The Town of Drumheller reserves the right in its sole discretion to extend the Closing Date for any reason without notice to Proponents. The Town will endeavour to notify Proponents as soon as is practicable thereafter either by email or posting to Alberta Purchasing Connection or both.

9.12. Clarification of Submissions

The Town reserves the right in its sole discretion to seek clarification of any submission after the Closing Date without becoming obligated to seek clarification of any other bid. Any information received as a result may be used in evaluation of bids.

9.13. Use of this Document

This RFP, or any portion thereof, may not be used for any purpose other than the submission of this proposal.

9.14. Confidentiality of Information

Information pertaining to the Town of Drumheller obtained by the Proponent as a result of participation in this RFP or resulting contract is confidential and should not be disclosed without written authorization from the Town of Drumheller.

SCHEDULE A – SCOPE OF WORK

BASIC SERVICES:

System Set Up

- a) The Contractor shall review the current zone configuration, apply industry best practices, and adjust zones for the appropriate reporting requirements, while adhering to any by-law enforcement requirements.
- b) The implementation plan shall include a schedule for the sign and pay station markings installation for Town-wide deployment along with all other tasks necessary for implementation.

Client & Customer/User Interface and Experience

- a) The Contractor shall provide an easy to use customer interface for smartphone applications and/or QR scanning options along with desktop web support, reporting, and 24/7/365 customer service.

Merchant Validations and Discount Codes

- a) The Contractor shall provide a solution where merchants have the ability to pay for their client's parking, as well as provide for discount coupons for merchant services.

Back End Use/Reporting

- a) The Contractor solution shall provide all required reporting for financial, reporting, ad hoc querying, revenue reconciliation, and screening/adjudication review.

Signs/Decals

- a) The Contractor shall replace all existing signage/decals.
- b) The Contractor shall be responsible for design (with approval from the Town) and supply of all mobile payment technology related signage/decals visible from both ends of the block face.
- c) The Work shall be performed by Town of Drumheller Staff and shall include cleanup and removal of existing decals and placement of new decals, removal and installation of signage.

Informational Materials & Promotion

- a) The Contractor shall provide industry best practices as it pertains to marketing, configuring parking/zoning areas, merchant discount functionality during the initial launch and for any other marketing initiatives.
- b) The Contractor shall provide an interactive well detailed map for communication purposes on social media, website and signage.

Training

- a) The Contractor shall provide onsite and/or web-based training for the authorized Town personnel to navigate and utilize the back-office system for the purpose of enforcement, screening/adjudication, financial accountability, revenue reconciliation, management and any other functions required system Operations and Management

Enforcement

- a) The Contractor shall provide the real-time transaction integration with current and future permit and enforcement systems, to include:
 - i) License plate recognition (LPR) technology;
 - ii) LEO's "in-the-field" real-time web-based access to Paid Parking transactions record management systems through a wide range of electronic device;
 - iii) Customisable E-ticketing solution;
 - iv) Digital chalking; and,
 - v) Photo capture.

Solution Architecture

- a) The Contractor shall provide a solution to support current and future smartphone technologies, including app, website, QR and tap to pay;
- b) The Contractor shall utilize monitoring tools to proactively identify potential incidents or breaches.
- c) The Contractor shall offer multiple language functions to suit all customers.

Performance

- a) The Contractor shall provide a solution which provides an uninterrupted user experience. Delays in excess of 1 second should result in feedback to user indicating when solution response should be expected, in accordance with user experience best practices.
Capacity

- b) The Contractor shall provide a solution capable of handling an annual increase in transaction volume.

Availability

- a) The Contractor shall provide a solution capable of handling significant service outages.

Support and Service Level Management

- a) The Contractor shall meet the Town of Drumheller response and resolution requirements.

Security

- a) The Contractor solution will provide security to the customer information as well as the information provided to the Town of Drumheller, consistent with data security best practices

Compliance

- a) The Contractor shall provide a PCI certified solution that can be implemented in a PCI compliant manner.
- b) The Contractor solution shall continually be updated to maintain compliance as the PCI DSS standard evolves over time.

Information Management

- a) The Contractor shall keep the confidential information strictly in confidence and shall take such steps as are necessary to protect the confidentiality of the confidential information and ensure that it is used, accessed and disclosed only in accordance with the terms and conditions of this contract and any applicable legislation.
- b) The Contractor shall purge confidential information based on best industry practices and the retention periods as laid out in the Town's Records Management Bylaw and any subsequent revisions.

Integration

- a) The Contractor solution shall interface with industry leading payment machines and enforcement systems, and any service provider identified by the Town.

Requirements for Goods & Service

The Town would like to migrate to a mobile app-based parking system. The Town would also like to take the opportunity to use modern parking software to help manage and sell passes for Town owned parking lots that do not have meters.

The Town may also consider Bluetooth printers to manage meters and print tickets in the field.

The Town expects the successful proponent to supply a low cost or no cost system to the Town and use convenience fees as the primary licensing model to generate revenue.

The Town would like to use app/QR tap based solutions, while keeping hardware like parking meters to a minimum.

Town staff may be available to hang signs, apply stickers and perform other similar labour activities to help reduce the cost of setting up a system.

Description of Goods and Ancillary Services

The Town of Drumheller is looking for, but not limited to the following features in a parking solution:

- a) Allows customers to pay for metered parking for a specified period with a single action (payments must be available through multiple options i.e.; app, website, SMS/text, tap, QR codes, etc.).
- b) Allows customers to pay for additional time (while maintaining maximum time durations).
- c) Allows payment to be made by credit card and debit card.
- d) Allows customers to enter and select multiple credit/debit cards on file.
- e) Any convenience fee must be clearly communicated to the customer and the Contractor must offer ways to minimize any convenience fee incurred per day/use (digital wallet, no fee incurred for top up, membership, return unused time, etc.).
- f) Restricts payment during desired restricted periods (evenings, weekends, holidays, road closures).
- g) Application must be available for both iOS and Android operating systems.
- h) Allows customers to be notified prior to the expiration of their parking session.
- i) Allows rates to be easily programmed and/or modified in a convenient manner.
- j) Provides customers with a customer service contact for the Contractor in order to effectively manage customer complaints.
- k) Allow for back-end reporting to effectively monitor utilization/trending/revenue.
- l) System must communicate the paid/unpaid status of vehicles to enforcement handheld devices to assist with enforcement activities.
- m) Provide app-based products in multiple languages
- n) Provides electronic receipts for parking transactions.
- o) Provide residential, business, and flexible permit options

The Town requires the following professional services as part of delivery of the parking system:

- a) Creation of a comprehensive deployment plan. The plan should focus on limiting service downtime as much as possible.
- b) Possible integration with a parking enforcement software or provide a no cost or low-cost alternative.
- c) Training for Town staff on managing the system, modifying the system and parking enforcement with the system and handheld devices.

Warranty Service

Warranty on hardware will be the manufacturer warranty.

SCHEDULE B – FEE SCHEDULE

FEE SCHEDULE:

All pricing must be specified in Canadian funds and exclude GST.

Please enter the information below to identify the proposed contract price to be paid by the Town of Drumheller for the supply of goods and the performance of services.

	Goods and Services	Price
1		\$
2		\$
3		\$
	Total of all prices	\$

SCHEDULE C – SUBMISSION COVER FORM

Request for Proposal

RFP number: _____

RFP Project Name: _____

Proponent Information

Company Name: _____

Company Address: _____

Phone: _____

Email: _____

Fax: _____

Date: _____

Name and title of authorized representative: _____

Signature: _____

SCHEDULE D - MAPS

Map Titled: Public Parking 1 and Map Titled Public Parking 2

All locations highlighted in red with central blue square and noted with an address call out text are Town owned lots and at this time all are under consideration to become paid parking locations.

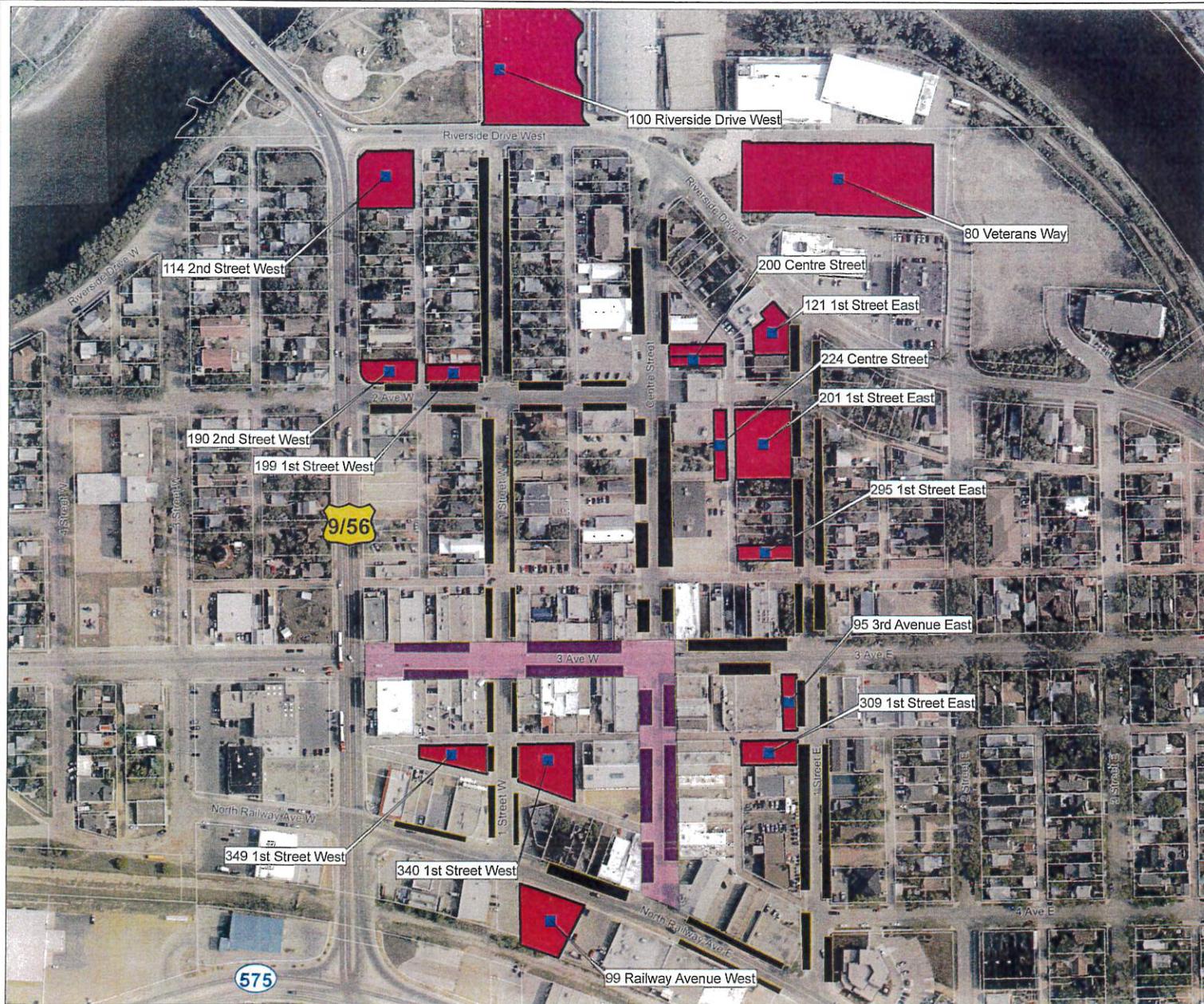
Title: Public Parking

- AS BUILT
- FOR CONSTRUCTION
- FOR TENDER
- FOR DISCUSSION
- CONCEPTUAL

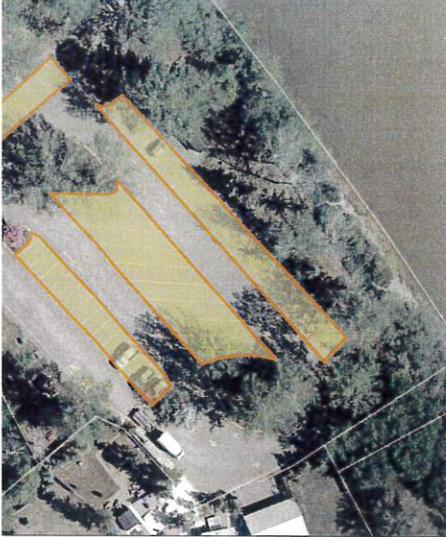
*All Public Parking Spaces
Approx. 1025 Sites*

Intended Print Size:
 A3 ANSI D Scale 1:2500

- Downtown Business Core
- Street Parking Spaces - Approx. 493 Spaces
- Public Parking - Approx. 532 Spaces
- 99 Railway Avenue West - Approx. 41 Parking Stalls
- 95 3rd Avenue East - Approx. 12 Parking Stalls
- 349 1st Street West - Approx. 25 Parking Stalls
- 340 1st Street West - Approx. 33 Parking Stalls
- 309 1st Street East - Approx. 17 Parking Stalls
- 295 1st Street East - Approx. 20 Parking Stalls
- 114 2nd Street West - Approx. 30 Parking Stalls
- 224 Centre Street - Approx. 6 Parking Stalls
- 201 1st Street East - Approx. 31 Parking Stalls
- 200 Centre Street - Approx. 14 Parking Stalls
- 199 1st Street West - Approx. 11 Parking Stalls
- 190 2nd Street West - Approx. 9 Parking Stalls
- 121 1st Street East - Approx. 11 Parking Stalls
- 100 Riverside Drive West - Approx. 52 Parking Stalls
- 80 Veterans Way - Approx. 220 Parking Stalls



Rosedale Suspension Bridge
Approx. 50 Sites



**Rosedale Suspension Bridge &
Drumheller Hoodoos
Public Parking**

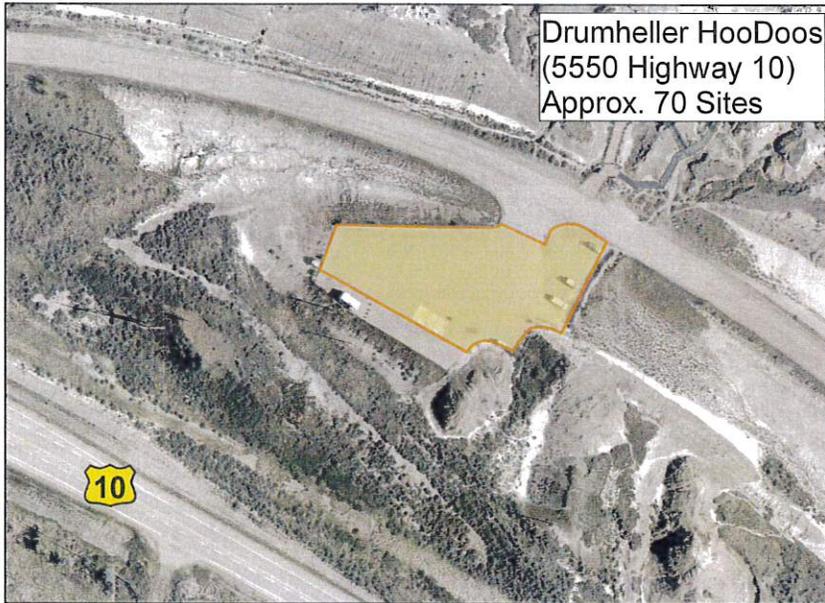
- AS BUILT
- FOR CONSTRUCTION
- FOR TENDER
- FOR DISCUSSION
- CONCEPTUAL

*All Public Parking Spaces
Approx. 120 Sites*

Intended Print Size:

<input type="checkbox"/> A3	<input type="checkbox"/> ANSI D	
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Drumheller Hoodoos
(5550 Highway 10)
Approx. 70 Sites



SCHEDULE E - SAMPLE CONTRACT

Termination of Contract

The Town of Drumheller may, by notice of default to the successful proponent, immediately terminate part or all of this Contract if the successful proponent fails to make delivery of the goods and/or services within the time specified, or fails to perform any other provisions, terms or conditions of this Contract within the time specified, or within a reasonable time if no time is specified.

The Town of Drumheller will not be liable where delivery sites are not available due to strikes, lockouts, natural disasters or other perils.

Law

This RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of Alberta, Canada, which shall be deemed the proper law hereof.

TOWN OF DRUMHELLER



PROFESSIONAL SERVICES CONTRACT

PROJECT:
*SUPPLY OF MOBILE PARKING PAYMENT TECHNOLOGY
SERVICES RFP# 2023-EPS-002*

DATE: **[SELECT DATE]**

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THIS CONTRACT ("Contract") made the [day] day of [month], 20[year].

BETWEEN:

TOWN OF DRUMHELLER
(hereinafter referred to as the "Town")

- and -

"CONSULTANT LEGAL NAME"
(hereinafter referred to as the "Consultant")

WHEREAS the Consultant is in the business of providing consulting services of the following kind:

Supply of Mobile Parking Payment Technology Services

AND WHEREAS the Town wishes to retain the Consultant to perform certain services for the Town as more particularly outlined in the Town's Request for Proposal RFP # 2023-EPS-002 to carry out work generally described as:

SUPPLY OF MOBILE PARKING PAYMENT TECHNOLOGY

(hereinafter referred to as the "Project")

NOW THEREFORE, in consideration of the promises, mutual terms, covenants and conditions contained herein, the parties hereto agree as follows:

1. GENERAL PURPOSE STATEMENT

- 1.1 The intent of this Contract is to clarify the requirements of the Consultant to provide professional services to the Town and does not include any construction agreement between the Town and a contractor, even if these agreements have commonalities or overlaps.

2. SERVICES

- 2.1 The Consultant shall provide the Services as described in the Consultant's Proposal dated **INSERT DATE** (the "Proposal") submitted in reply to the RFP and such other services necessarily included by implication (hereinafter referred to as the "Services").

- 2.2 The Town and the Consultant, by agreement in writing, may from time to time alter, add to or deduct from the scope of the Services. In such case the time for completion shall be adjusted accordingly.
- 2.3 The Consultant, during the time of this Contract, shall exercise the degree of care, skill and diligence normally provided by a qualified professional consultant in the performance of services of a similar nature to the Services required under this Contract, and shall ensure that the Services are carried out in a professional and businesslike manner.
- 2.4 No payment shall be made to the Consultant as compensation for damages for any delays or hindrances resulting from the Services or scheduling of the work necessary in order to perform the Services unless otherwise specified within this Contract.
- 2.5 The Consultant shall have complete control of the Services and shall effectively direct and supervise the Services in accordance with the terms and conditions of this Contract.
- 2.6 The Consultant shall comply with all reasonable requirements established by the appointed Town representative for the Project or their designate (hereinafter called the "Project Manager") for the performance of the Services.
- 2.7 The Consultant represents and warrants that if and to the extent that this Contract is the result of any verbal or written presentations, proposals or negotiations to or with the Town (the "Presentations"); (i) all statements and representations of fact made by the Consultant in, or during the course of, the Presentations were true and accurate; (ii) all opinions expressed by the Consultant therein or in the course thereof were genuinely held; and (iii) there were, in or in respect of the Presentations, no omissions, misstatements or understatements of any material facts or matters which if known to the Town might reasonably be expected to have materially influenced the decision of the Town to enter into this Contract upon the within terms or at all. The Consultant acknowledges that in entering into this Contract and in the Consultant's performance thereof, the Town was and is necessarily reliant upon the good faith of the Consultant and agrees that a duty of good faith on the part of the Consultant is owed to the Town.
- 2.8 The Consultant shall immediately disclose to the Town any information which may place the Consultant in a conflict of interest with its obligations to the Town under this Contract, or which may create a reasonable perception of such a conflict of interest.

3. CONTRACT DOCUMENTS

- 3.1 and the Consultant's Proposal, including project costs, are incorporated by reference and form part of this Contract, as set out in ***Schedule "A"***.
- 3.2 event of a conflict between the terms of this Contract, and the RFP and the Consultant's Proposal, this Contract will prevail.

4. TERM

- 4.1 Consultant shall commence the Services no later than **DATE** and the Project shall be delivered to the Town by the Consultant in accordance with the time limitation set out in the Proposal for the total price of **\$DOLLAR AMOUNT** (exclusive of Goods and Services Tax) upon performance of the Services to the satisfaction of the Town.

5. PAYMENT

- 5.1 In consideration of the proper performance by the Consultant of the Services pursuant to this Contract, and subject to verification by the Town of the actual Services having been provided by the Consultant, the Town shall pay the Consultant the amount set out in the Consultant's invoice within thirty (30) days from the date of receipt by the Town of an invoice from the Consultant.
- 5.2 Payment for services will be made on a time and material bases to the upset price as noted in Clause 4.1 or as adjusted based on the processes set out within.
- 5.3 The Town shall not under any circumstances be obligated to pay the Consultant any amount exceeding the sum set out in Clause 4.1 unless prior written authorization has been obtained by the Consultant from the Town. Without limiting the generality of the foregoing, the Town shall not be required to make payment for any cost or disbursement incurred by or on behalf of the Consultant for the purpose of rectifying errors or omissions for which, in the reasonable opinion of the Town, the Consultant is responsible.
- 5.4 All amounts payable by the Town to the Consultant for Services hereunder shall be exclusive of any Goods and Services Tax ("GST") payable thereon and the Town shall, in addition to the amounts payable, pay to the Consultant all amounts of GST applicable thereon.
- 5.5 The Consultant shall provide documentation to support any request for payment, including but not limited to, all applicable invoices for materials, time sheets, government remittance records and such other material as the Town, acting reasonably, may require.
- 5.6 Where changes have been made to the scope of the Services in accordance with Clause 3.2, the Town may adjust the Consultant's fee accordingly and reimburse the Consultant for specific expenses incurred by the Consultant in the discharge of its obligations hereunder. Such expenses shall only be paid when approved in writing by the Town prior to expenditure and thereafter supported by proper receipts, invoices or vouchers submitted to the Town within thirty (30) days from the date upon which such expenses are incurred.
- 5.7 If the Town and the Consultant cannot agree to the terms of the adjustment as set out within Clause 5.6, then the dispute may be submitted to arbitration as set out in this Contract. The Consultant shall have no other claim against the Town for any adjustment to the Consultant's fee as a result of any change to the Services, except as set out within Clause 5.6.

6. CONSULTANT OBLIGATIONS

- 6.1 In carrying out its obligations hereunder, the Consultant shall be bound by and observe all applicable federal, provincial and municipal legislation and related regulations, which, without limiting the generality of the foregoing, shall comply with the provisions of the *Occupational Health and Safety Act*, 2017, Chapter 0-2.1 and amendments thereto and Regulations thereunder or any successive legislation, and shall at all times ensure that all the Consultant's employees comply with the requirements of the said Act and regulations thereunder. The Consultant shall be the general representative and agent to the Town for the purposes of general compliance with safety regulations for its own employees. The Consultant shall bring to the attention of its own employees the provisions of the *Occupational Health and Safety Act* and Regulations thereunder. The Consultant acknowledges that it is an "employer" as defined in the Alberta *Occupational Health*

and Safety Act, and that without limiting any other duties arising in relation to the Consultant under such legislation, the Consultant agrees that it shall have the duties of a “prime contractor” as defined in such legislation. Notwithstanding Section 6.1 the Consultant shall not have control or charge of and shall not be responsible for operations, maintenance or construction, means, methods, techniques, sequences, procedures, or for safety precautions or programs in connection with the operations, maintenance or construction, or for the acts or omissions of the Town, Town’s contractors, other subcontractors other subcontractors of other contractors, or any other persons performing any operations, maintenance or construction.

- 6.2 At all times during the term of this Contract, the Consultant shall be and remain in good standing pursuant to the *Workers’ Compensation Act, 2000*, Chapter W-15 and shall ensure that all coverage required for the Consultant and its employees are in place.
- 6.3 The Consultant shall, upon the request of the Town and at any time during the term of this Contract, provide evidence of compliance with the provisions of the *Workers’ Compensation Act* in the form of a current compliance certificate issued by the Workers’ Compensation Board for Alberta.
- 6.4 At all times during the term of this contract, the Consultant shall be a holder of a Certificate of Recognition (COR) through the Alberta Construction Safety Association (ACSA).
- 6.5 The Consultant shall be responsible for the payment of all income tax, Canada Pension, employment insurance and all other required payments, contributions or deductions that arise or may hereafter arise with respect to the Services performed by the Consultant under this Contract.
- 6.6 The Consultant hereby represents and warrants to the Town that it will provide qualified employees to provide the Services required under this Contract. The Consultant will provide a representative for the management and administration of the Services required by this Contract. Unless otherwise permitted by the Town in writing, the Consultant agrees that it shall provide the services of the individual(s) set out in **Schedule “B”** to this Contract in performing the Services.
- 6.7 The Consultant shall be responsible for all fees, licenses, permits, filings, and all other costs incidental to the performance of the Consultant's obligations under this Contract. Where in order to provide the Services, the Consultant or its employees, agents or subconsultants are required to be registered with a professional regulatory body in Alberta or Canada, the Consultant shall ensure that all such registration remain in place and in good standing during the Term; the Consultant shall forthwith advise the Town where such registrations are not in place or are not in good standing.
- 6.8 The Consultant hereby represents and warrants to the Town, and acknowledges that the Town is relying upon such representation and warranty, that the Consultant is in compliance with all laws and regulations of any public authority relating to the conduct of its business and has all required approvals, permits, licenses, certificates and authorizations necessary to carry on its business and to carry out its obligations hereunder and there are not any proceedings whatsoever, actual or pending, and whether concerning cancellation, extension or otherwise, relating to the said approvals, permits, licenses, certificates or authorizations.

- 6.9 The Consultant will report on a regular basis, as required by the Town, on the Services to be provided pursuant to this Contract. The Consultant will make available such information, including data, reports, and documents, as the Town may require from time to time relating to the obligations of the Consultant to allow the Town to evaluate the quality and progress of the Services to be provided under this Contract.
- 6.10 The Consultant shall not, without prior written consent of the Town, assign or in any way transfer its interest in or obligations under this Contract to any other party. The Consultant acknowledges and accepts that the Town has chosen the Consultant to perform the Services based on the reputation of the Consultant and the qualifications of the persons identified in the Proposal, and the consultant therefore agrees that the Town may in its absolute discretion refuse to accept any assignment or transfer of the Consultant's interest in or obligations hereunder, even if such refusal may be construed to be arbitrary or unreasonable.
- 6.11 The Consultant has no authority to assume or create any obligation whatsoever, expressed or implied, on behalf of or in the name of the Town, nor to bind the Town in any manner whatsoever.
- 6.12 Any deficiencies in the Services shall be rectified promptly and entirely at the Consultant's expense.
- 6.13

7. TOWN OBLIGATIONS

- 7.1 The Town shall furnish to the Consultant such information in its possession reasonably required for the proper performance of the obligations of the Consultant and shall provide reasonable cooperation in order for the Consultant to be able to perform the Services required pursuant to this Contract in a satisfactory manner. Nothing in this article shall relieve the Consultant of its duties as set out in this Contract.

8. SUBCONSULTANTS

- 8.1 The Consultant may, upon first obtaining the written approval of the Town, retain the services of one or more Subconsultants as may be required to perform the Services. The consultant shall obtain the approval of the Town before changing any Subconsultant. The Town's approval may be subject to such terms and conditions as the Town determines.
- 8.2 The Consultant shall remain fully responsible for the performance of the Services even if the Subconsultant retained are approved pursuant to Clause 8.1 by the Town.
- 8.3 The Consultant shall take all necessary measures to bind all Subconsultants to the terms of this Contract.

9. INDEPENDENT CONTRACTOR

- 9.1 Nothing in this Contract shall be construed as:
- (a) constituting either party as the agent, employer or representative of the other party;
 - (b) creating a partnership; or
 - (c) imposing upon either party any partnership duty, obligation or liability to the other party.

The relationship created by this Contract between the Town and the Consultant is that of independent contractor.

10. DEFAULT BY THE CONSULTANT

10.1 Where the Town determines that the Consultant is in default of its obligations as set out in this Contract, the Town shall, by written Notice of Default, require the Consultant to remedy such default, at the Consultant's sole expense, within forty-eight (48) hours of the delivery of the Notice of Default to the Consultant. The Consultant shall be in compliance with the Town's instructions if:

- (a) the Consultant corrects the default within the time specified in the Notice of Default; or
- (b) if the default cannot be corrected within the time specified in the Notice of Default, the Consultant commences the correction of the default within the time specified in the Notice of Default; and
 - (ii) the Consultant provides a schedule to correct default acceptable to the Town; and
 - (iii) the Consultant corrects the default within the time set out in the schedule agreed to by the Town.

10.2 In the event that the default is not corrected in accordance with Clause 10.1, or in the event of urgent circumstances where the giving of a written Notice of Default is impossible, or impracticable, as may be determined by the Town in its sole and unfettered discretion, or where the default of the Consultant is a material default making the continuance of the contractual relationship impossible, impractical or inadvisable for the Town, the Town may, without prejudice to any other right that the Town has pursuant to this Contract, or at law;

- (a) terminate the Consultant's right to continue with the provision of the Services of this Contract, in whole or in part; or
- (b) terminate the Contract forthwith; or
- (c) correct the default at the Consultant's expense and deduct the cost of same from any amount of monies that may be, or become, due and owing to the Consultant, or
- (d) complete the Services or allow another independent consultant to provide the uncompleted portion of the Services if results are not satisfactory to the Town or in the event that the schedule for the performance of the Services is not being met by the Consultant.

The sum of all damages, expenses, fees, costs, including but not limited to solicitor and client legal costs, incurred or suffered by the Town as a result of the Consultant's failure to correct the default, or the termination of the Consultant's right to continue with the provision of the Services of this Contract, in whole or in part, or the termination of the Contract forthwith, shall be a debt immediately due and owing by the Consultant to the Town which debt may be offset by the Town against any monies payable to the Consultant pursuant to this Contract or any other monies payable by the Town to the Consultant. The exercise by the Town of the rights pursuant to this clause shall not limit any other remedy the Town may have pursuant to this Contract or at law.

11. DEFAULT BY TOWN

11.1 If the Town is shown to be in default in the performance of any of the Town's material obligations set forth in this Agreement, including payment of the Consultant's fee as required herein, then the consultant may, by written notice to the Town, require such default be corrected. If, within 30 days after receipt of such notice, such default has not been corrected, the Consultant may, without limiting any other right or remedy they may have, immediately terminate this Agreement. In such an event, the Consultant shall not be liable for delay or damages as a result of the suspension or termination and the Town shall pay the Consultant for

all Services performed and for all disbursements incurred by the Consultant pursuant to this Agreement.

12. TERMINATION OF CONTRACT

12.2 This Contract may be terminated for convenience by the Town at any time by giving seven (7) days written notice hand delivered to the address given in Clause 14.1 (or as changed pursuant to Clause 14.1) of termination for convenience to the Consultant. The effective date of the termination for convenience shall be set out in the Notice of Termination for Convenience. The Consultant's right to consideration shall be limited to payment for Services provided and not previously paid for up to the effective date as set out in the Notice of Termination for Convenience. The Consultant specifically agrees that the Notice of Termination for Convenience and consideration set forth in this clause constitutes reasonable, fair and equitable notice and compensation for damages, if any, which may be suffered by the Consultant as a result of the termination for convenience of this Contract. In the event this Contract is terminated for convenience, the Consultant shall provide the Services required by this Contract up to and including the effective date set out in the Notice of Termination for Convenience and shall, upon request, provide the Town with a written report on the Services rendered to the time of termination for convenience. Except for any such report, the Consultant shall not provide any further Services subsequent to the effective date set out in the Notice of Termination for Convenience.

12.3 The Consultant shall, upon termination, forthwith deliver to the Town a reproducible copy of all materials used by the Consultant or prepared by the Consultant in relation to this Project.

13. INDEMNITY AND INSURANCE

13.1 The Consultant shall indemnify the Town, its elected council, officers and employees from and against all liabilities, losses, injuries, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, expenses, claims, demands and proceedings lawfully brought or made by any person against the Town, its directors, officers and employees may sustain, pay or incur or which may be brought or made against all or any of them, and incurred in connection with the Services and claims or demands relating to, resulting from or arising out of all or any of the following:

- (a) the negligent act or omission, of the Consultant and/or any of those persons for whom the Consultant is responsible at law (including, without limitation, any of its employees or Subconsultants);
- (b) any breach, violation or non-performance of any representation, warranty, obligation, covenant, condition, term or agreement in this Contract set forth and required on the part of the Consultant to be fulfilled, kept, observed or performed, as the case may be; or
- (c) any damages to third parties caused by, resulting at any time from or arising out of any negligent act or omission, of the Consultant, breach of contract by the Consultant, and/or any of those persons for whom the Consultant is responsible at law (including, without limitation, any of its employees or Subconsultants).

- 13.2 These provisions are in addition to and shall not prejudice any other rights of the parties at law or in equity. These provisions shall survive the termination or expiry of this Contract for any reason whatsoever.
- 13.3 No Consequential Damages; The Liability of each party with respect to a claim from the other arising under or in connection with this Contract, whether in contract, tort (including negligence) or any other legal theory, is limited to direct losses and damages only and neither party will have any liability whatsoever for consequential damages (such as, but not limited to, claims for loss of profit, revenue, production, business, contracts, or opportunity and increased costs of capital, funding or overhead) incurred by the other part.
- 13.4 Without in any way limiting the liability of the Consultant under this Contract, the Consultant shall obtain and maintain in force, with insurers licensed in the Province of Alberta, at the Consultant's own expense, during the existence of this Contract, or any extension thereof, and shall provide evidence of the existence of same to the Town prior to commencing any of the Services the following insurance:
- 13.4.1 Comprehensive General Liability Insurance in respect to the Services and operations of the Consultant for bodily injury and / or property damage with policy limits of not less than Five Million Dollars (\$5,000,000.00) per occurrence. Such insurance shall name the Town as an additional insured, shall be primary and non-contributory to any other insurance available to the Town, and contain a waiver of subrogation provision in favour of the Town. Policy to be confirmed by the Town of DRUMHELLER Insurer.
- 13.4.2 Professional Liability Insurance in respect to the Services with policy limits of not less than One Million Dollars (\$1,000,000.00) per claim.
- 13.5 The aforementioned insurance shall be in a form and with insurers acceptable to the Town's Insurance Broker. Certificates of Insurance shall be provided to the Town by the Consultant or the Consultant's broker prior to commencement of work, and evidence of renewal shall be provided to the Town not less than thirty (30) days prior to the expiry dates of the policies. The Consultant shall be liable for the cost of all of the insurance and bonding required to be held by the Consultant as set forth herein and for payment of all deductible amounts from the policies of insurance.

14 RESOLUTION OF DISPUTES

- 14.1 The parties agree all reasonable efforts shall be made to resolve all disputes under this Contract by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate these negotiations. The parties agree that any dispute not resolved through negotiation shall be submitted for arbitration in accordance with the provisions of this Contract.
- 14.2 In the event that the parties are unable to resolve a dispute, through negotiation, as to the interpretation, application, operation or alleged violation of this Contract or any of the provisions hereof, such dispute shall be determined by arbitration in accordance with the following terms and conditions:
- 14.2.1 The party desiring to refer a dispute for arbitration shall notify the other party in writing of the details of the nature and extent of the dispute and the desire of the notifying party to refer the matter to arbitration. Thereafter the following steps shall apply.

- 14.2.2 Within seven (7) days of receipt of such notice, the receiving party shall, by written notice, advise the party requesting the arbitration of its position with respect to all matters set forth in the initial notice. The receiving party's notice may admit responsibility and propose remedial action, for some or all of the matters raised in the initial notice, and the receiving party shall then forthwith undertake such remedial action.
- 14.2.3 The terms of reference for arbitration shall be those areas of dispute referred to in the initial notice in respect of which the receiving party has not admitted responsibility or taken remedial action.
- 14.2.4 The Town and the Consultant shall, within seven (7) days of the establishment of the terms of reference, each appoint an arbitrator and the two arbitrators shall, within seven (7) days of their appointment, appoint a third member to the Arbitration Committee to be known as the Chairman.
- 14.2.5 If the two arbitrators fail to appoint a Chairman within the time period hereinbefore limited for that purpose, then both parties or either of them may apply to a Justice of the Court of Queen's Bench of Alberta to have the Chairman appointed.
- 14.2.6 If either party fails to appoint an arbitrator within the seven (7) day period as outlined herein, then the arbitrator appointed by the one party shall be deemed to be the Arbitration Committee and the decision of that Arbitrator shall be final and binding upon the parties hereto.
- 14.2.7 Within thirty (30) days of the establishment of the Arbitration Committee, or such further period as may be agreed upon by the parties, the Arbitration Committee shall resolve all matter in dispute in accordance with the terms of reference.
- 14.2.8 The decision of the majority of the Arbitration Committee shall be the decision of the Committee. If no majority decision is reached, the decision of the Chairman shall be the decision of the Committee.
- 14.2.9 The decision of the majority of the Arbitration Committee shall be final and binding upon the parties.
- 14.2.10 The costs of the Arbitration Committee shall be borne by each party as specified by the Arbitration Committee.
- 14.2.11 Except as hereby modified, the provision of the *Arbitration Act*, 2000, Chapter A-43, as amended (or any successor legislation thereto) shall apply to the arbitration procedure.
- 14.3 Unless instructed otherwise in writing by the Town, the Consultant shall continue to carry out the Services during any arbitration proceedings.

15 CONFIDENTIAL INFORMATION

- 15.1 The Consultant acknowledges that, during the term of this Contract, the Consultant may be exposed to information that the Town considers to be proprietary or confidential ("Confidential Information"). Confidential Information shall include, but shall not be limited to, any government, municipal council, business, technical, marketing, financial or other information, whether in electronic, visual, oral or written form, and all memoranda, summaries, notes, analyses, compilations, studies or other records prepared by the Consultant that contain, are based on, or

reflect any such information. The Consultant shall not use such Confidential Information except in the normal course of performing the Services and shall not disclose to others any Confidential Information of the Town unless the Consultant has the prior written authorization of the Town. The Consultant shall, where the Town has approved the use of a Subconsultant, ensure that any sub-contract documents contain confidentiality provisions that are at least as restrictive as those set out in this Contract, and that such sub-contract be executed prior to the disclosure of any Confidential Information. Consultant shall be liable for any unauthorized disclosure of any Confidential Information by any Subconsultant. The Consultant's obligation of confidentiality shall continue following the termination of this Contract.

- 15.2 The Consultant acknowledges that the Town is subject to the *Freedom of Information and Protection of Privacy Act, 2000*, Chapter F-25. Records compiled or created under this Contract may be subject to disclosure in accordance with the provisions of such legislation or other laws. The Consultant also acknowledges that information and records compiled or created under this Contract, which are in the custody of the Consultant, are also subject to the *Act*. If the Town receives a request for information under the *Act*, which includes information provided by the Consultant, the Town may give the Consultant notice of such request where required by law and the Consultant will respond to such notice in accordance with the *Act*. If the Town's response to a request under the *Act* is appealed to the Office of the Information and Privacy Commissioner, the Consultant shall be responsible for the burden of proof as to exception from disclosure as defined under the *Act*.
- 15.3 The Consultant shall be responsible for all costs related to confidentiality requirements. As applicable, for Town records and information under its care, the Consultant shall bear the burden and associated costs of records management practices required under the *Act*. As well, the Consultant shall be responsible to provide for the protection of confidential Town records and information as required by the *Act*.
- 15.4 The Consultant shall employ such data storage and data protection methods as are required in order to protect the Town's Confidential Information and other data supplied by the Town as are consistent with industry best practice, and that are in any even equal to or greater than those data storage and data protection methods utilized by the Town at the time that this Contract is executed. The Consultant shall not, without prior written consent of the Town, store any Confidential Information outside of Alberta in either electronic or paper form.

16 OWNERSHIP OF WORK

- 16.1 The Consultant agrees that the Town shall be the sole and exclusive owner of all right, title and interest in and to all Work Product. To the extent, if any, that the Consultant has any rights in any Work Product, the Consultant hereby irrevocably assigns to the Town, all right, title and interest in and to such Work Product. Any moral rights in the Work Product are hereby waived in favour of the Town.
- 16.2 For the purposes of this Contract, "Work Product" means all work product created by the Consultant or Subconsultants in connection with the performance of the Services, including but not limited to all deliverables, documentation, reports, designs, data, drawings and all other works products created by the Consultant or Subconsultant for delivery to Company in providing Services, but does not include draft materials or the Consultant's file contents.
- 16.3 The Consultant warrants that all its personnel and Subcontractors have by written agreement waived and assigned any and all rights or claims they may have to all Work Product and the

Consultant agrees to indemnify the Town from and against any liability, claim, damage, cost or expense (including reasonable legal fees) arising from or relating to any and all such rights or claims.

- 16.4 The Consultant represents and warrants to the Town that neither the Work Product nor the Town's use of the Work Product will infringe or misappropriate the patent, copyright, trademark, trade secret or other intellectual property rights of any third party. This non-infringement warranty shall not apply to the extent that an infringement claim arises as a result of the Town's use of the Work Product in combination with other products or systems which could not be reasonably anticipated.

17 RETURN OF PROPERTY

- 17.1 Upon the termination of this Contract or at any time before the termination of this Contract when requested by the Town, the Consultant shall immediately deliver to the Town all Confidential Information and Town property and equipment.
- 17.2 Consultant agrees that it shall, upon request of the Town, execute or cause an authorized officer of the Consultant to execute a statutory declaration confirming that the Consultant (and any Subconsultant) and its employees have complied with the obligations in relation to Confidential Information and Return of Property.

18 NOTICE

- 18.1 For the purposes of this Contract, the addresses of the parties are:

Town of Drumheller

224 Centre Street
Drumheller, Alberta T0J 0Y4

Attention: Greg Peters
Director of Emergency and Protective Services
Phone: 403.823.1362
gpeters@drumheller.ca

AND

Consultant Ltd.

ADDRESS LINE 1
ADDRESS LINE 2

Attention: **Consultant contact**
Contact Title
Contact Phone Number
Email:

Any communication notice or service of documents required to be made during the course of this Contract will be good and sufficient if delivered to, or posted by prepaid registered mail addressed to, the above addresses. Notice given in any such manner shall be deemed to have been received by the party on the day of delivery or upon the 3rd day after the date of mailing provided that normal postal service is in existence at the time of mailing and for three (3) days thereafter. Any party may change its address for service from time to time upon written notice to that effect. In the event of disruption of normal postal work, any party giving notice hereunder shall be required to deliver the same.

19 NO HIRE

19.1 For the term of this Contract and for a period on 12 months after the termination or expiration of this Contract, the Consultant shall not directly or indirectly (a) induce any employee or independent contractor of the Town or its contractors to leave the employment or service of the Town or (b) induce any employee or independent contractor of the Town to take up employment or service with any other person while such employee or independent contractor is in the employment or service of the Town or for a period of twelve (12) months thereafter..

20 GENERAL

20.1 The parties acknowledge and agree that the provisions of this Contract, which, by their context, are meant to survive the termination of this Contract, shall survive the termination or expiration of this Contract and shall not be merged therein or therewith.

20.2 No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such party hereunder. Failure on the part of either party to complain of any act or failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder.

20.3 The laws of the Province of Alberta shall govern the interpretation of this Contract and the jurisdiction for any proceeding relating to any matters hereunder shall be Alberta.

20.4 The obligations of the Consultant performed pursuant to this Contract shall only be performed by the Consultant or an employee or a party acting on behalf of the Consultant who has been approved in advance in writing by the Town, such approval which may be arbitrarily withheld and which may be terminated or revoked at any time in the discretion of the Town.

20.5 This Contract and its Schedules constitutes the entire Contract between the parties hereto and the parties acknowledge and agree that there are no covenants, representations, warranties, contracts or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Contract save as expressly set out in this Contract.

20.6 This Contract may not be altered or amended in any of its provisions, except where any such changes are reduced to writing and executed by the parties.

20.7 This Contract shall ensure to the benefit of and be binding upon the parties herein and their respective heirs, successors and assigns.

20.8 Time is of the essence in this Contract, and if either party shall fail to perform the covenants on its part to be performed at fixed times or alternatively within a reasonable time for the performance thereof under the terms of this Contract, the other party may elect to terminate this Contract.

20.9 If any term, covenant or condition of this Contract or the application thereof to any party or circumstances shall be invalid or unenforceable to any extent, the remainder of this Contract or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Contract shall be valid and shall be enforceable to the fullest permitted by law.

20.10 This Contract may be executed and delivered in any number of counterparts, by a facsimile copy, by electronic or digital signature or by any other written acknowledgment of consent and agreement to be legally bound by its terms as set forth herein. Each counterpart when executed and delivered will be considered an original with all counterparts taken together constitute one and the same instrument.

IN WITNESS WHEREOF the parties have executed this Contract as of the date first above written.

TOWN OF DRUMHELLER

Representative #1

Representative #2

INSERT NAME OF CONSULTING COMPANY

Representative #1

Representative #2

SCHEDULE "A"

Consultant's Proposal for:

***SUPPLY OF MOBILE PARKING PAYMENT TECHNOLOGY
SERVICES RFP# 2023-EPS-002***

SCHEDULE "B"

Consultant Project Team: