



Town of Carberry & Municipality of North Cypress-Langford

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Request for Proposals (RFP)

On-Call Project Management Services

Town of Carberry and Municipality of North Cypress-Langford

Issue Date: March 13, 2026

Submission Deadline: March 20, 2026 at 2:00:00pm CDT

1. Purpose

The Town of Carberry and Municipality of North Cypress-Langford (CNCL) are seeking proposals from qualified consultants to provide on-call project management services for municipal infrastructure and capital projects. The intent of this RFP is to establish a short list of 1-3 consultants who can be engaged on an as-needed basis through individual task authorizations.

2. Background

CNCL periodically undertakes infrastructure and capital projects including recreational facilities, municipal buildings, water and wastewater systems, and other public works. The Town requires access to an experienced project managers who can assist municipal administration with planning, coordination, procurement, and delivery of these projects on an as-needed basis.

3. Scope of Services

Services may include, but are not limited to:

- Project planning and feasibility review
- Preparation of project budgets and schedules
- Coordination with consultants, engineers, and contractors
- Preparation of procurement documents (RFQs, RFPs, tenders)
- Assistance with proposal evaluation and consultant selection
- Contract administration and construction coordination
- On-site field verification and documentation
- Monitoring of project progress, cost control, and reporting
- Coordination with regulatory agencies and stakeholders
- Project closeout and documentation



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4. Term of Agreement

CNCL intends to establish an on-call project manager short-list for a period of two (2) years, with the option to extend for an additional two (2) years at CNCL's discretion.

5. Assignment of Work

Work will be assigned through written Task Authorizations issued by the Town's Chief Administrative Officer (CAO). Each task authorization will define the scope of work, estimated hours or budget, deliverables, and schedule. CNCL does not guarantee a minimum amount of work under this agreement. Dependent on project value, council approval may be required before awarding an assignment.

If more than one consultant is short-listed, their hourly rates, availability and experience will be considered when obtaining prices for that assignment. CNCL does not guarantee a short-listed consultant will be engaged throughout the two-year term.

To maintain fairness and transparency in future procurement, the successful proponent, and any affiliated companies or related entities, will not be eligible to submit proposals or bids for consulting, engineering, or other professional services contract that are administered or evaluated by the project manager.

CNCL reserves the right to determine whether a conflict of interest exists and to take appropriate action to protect the integrity of its procurement process.

CNCL reserves the right to issue future RFP's for Project Management Services outside of the short-list.

6. Mandatory Qualifications and Proposal Requirements

Mandatory qualifications include:

- Project Management Professional (PMP), registered with the Project Management Institute, OR;
- Professional Engineer (P. Eng)
- Experience working with small or rural municipalities and their Councils
- Field experience as a project manager
- Resume of key personnel who will provide the services
- Availability to commence services promptly and support time-sensitive municipal projects
- Proposed hourly rates for the services listed

Submissions must be limited to 5 pages (double-sided). This includes the cover letter, resume and appendices.



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7. Fee Schedule

Provide a fee schedule that includes the following:

1. Personnel (PMP or P. Eng only) and their assigned hourly rate for Project Management Services for 2026 and 2027.
2. Mileage Rate
3. Per Diem/Disbursement Structure

8. Evaluation Criteria

Proposals who do not hold the mandatory designations will not be considered. Proposals will be evaluated based on the following criteria:

- Relevant municipal infrastructure project management experience (40%)
- Availability (30%)
- Fee schedule (30%)

9. Submission Requirements

Proposals must be submitted electronically in PDF format to:

Town of Carberry

Attention: Chief Administrative Officer

Email: cao@townofcarberry.ca

Subject Line: [Firm/Consultant Name – On-Call Project Management Services]

Submissions must be received no later than the deadline indicated above.

10. General Conditions

- CNCL reserves the right to accept or reject any or all proposals.
- CNCL may negotiate scope and fees with the selected consultant.
- CNCL may cancel this RFP at any time without obligation.
- CNCL is not responsible for any costs incurred by proponents in preparing proposals.
- The successful Proponent will be required to enter into a Consultant Agreement with CNCL for each assignment authorized.
- \$1million Professional Liability Insurance and \$2million Commercial General Liability Insurance to be made available upon request.
- Payment for assignments is Net 30 from the date the invoice is received.