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a division of Englobe

Town of Spirit River
Municipal District of Spirit River
Village of Rycroft

May 30, 2024

Attention: Steve Jack, Chief Administrative Officer, Town of Spirit River
Dan Dibbelt, Chief Administrative Officer, Municipal District of Spirit River
Peter Thomas, Chief Administrative Officer, Village of Rycroft

Gentlemen:

Re: Proposal for Project Management Engineering Services
2023/24 Regional Alberta Community Partnership Grant Projects

MPE a division of Englobe (MPE) is pleased to submit this project management engineering services proposal in support of the:

- Town of Spirit River – Regional Asset Management Strategy;
- Municipal District of Spirit River – Regional Recreational Services and Facility Study; and
- Village of Rycroft – Regional Infrastructure Master Plan.

1.0 PROJECT UNDERSTANDING

The Town and Municipal District of Spirit River and the Village of Rycroft (the Regional Partnership) each received a grant approval of $200,000 under the 2023/24 Alberta Community Partnership program for the above noted projects. A summary of the approved regional projects is attached.

MPE understands that the Regional Partnership is considering a unified approach for the project management engineering services for all three projects, and it is estimated that the project management costs would be $20,000 per project for a total of $60,000 which is 10% of the overall project costs. MPE has a thorough understanding of the above-referenced work and has completed many similar projects.

2.0 SCOPE OF WORK

MPE will provide the following scope of services:

1. Project Management Engineering Services
    a. Meetings and site visits to establish municipal infrastructure and service delivery priorities.
    b. Review background documentation and data, and conduct infrastructure condition assessments.
    c. Conduct gap analysis and coordinate work plan with the Regional Partnership.
    d. Coordinate the completion of the three ACP projects and manage sub-contractors with input and approval from the Regional Partnership.
    e. Optimize and leverage use of grant project funds to achieve local and regional goals and objectives.

3.0 PROJECT FEES

It is estimated that the project management engineering services fees, net of GST, will be as follows:

1. Project Management Engineering Services: Town of Spirit River – Regional Asset Management Strategy	$20,000
2. Project Management Engineering Services: Municipal District of Spirit River – Regional Recreational Services and Facility Study	$20,000
3. Project Management Engineering Services: Village of Rycroft – Regional Infrastructure Master Plan	$20,000
Total:	**$60,000**

The costs for the above items are presented as an upset fee. Work will be invoiced hourly, for work completed up to the upset limit.

4.0 CLOSING

Thank you for your consideration of our submission. Should you have any questions or require clarification regarding this submission, please contact the undersigned at 780-717-9714 or dfellers@mpe.ca. If this proposal is acceptable, please notify us and MPE will begin completing the work immediately.

Yours truly,

MPE a division of Englobe

Drew Fellers, P.L. (Eng.)
Grande Prairie Region Manager

a division of Englobe

Town / MD of Spirit River and Rycroft Region
2023/24 Alberta Community Partnership Consolidated Projects
PRELIMINARY PROJECT MANAGEMENT ENGINEERING PROPOSAL

	DESCRIPTION	COST
General Items		
1	**Town / MD of Spirit River - Regional Asset Management Strategy**	
1.1	Water, Sanitary Sewer, Stormwater, Transportation, Waste Management, and Municipally Owned Facility infrastructure data collection and analysis	
1.2	Water, Sanitary Sewer, Stormwater, Transportation, Waste management, and Municipally Owned Facility infrastructure condition and site assessment, and energy efficiency analysis	
1.3	Water, Sanitary Sewer, Stormwater, Transportation, Management, and Municipally Owned Facility infrastructure upgrade and improvement cost models	
1.4	Updates to 10-year capital plans	
	Total Project Cost	$ 200,000.00
	Project Management Engineering Services (10%)	$ 20,000.00
2	**Village of Rycroft / MD of Spirit River - Regional Infrastructure Master Plan**	
2.1	Water, Wastewater, Stormwater, Transportation, and Municipally Owned Facility infrastructure data collection and analysis	
2.2	Water, Wastewater, Stormwater, Transportation, and Municipally Owned Facility infrastructure condition and site assessment, and energy efficiency analysis	
2.3	Water, Wastewater, Stormwater, Transportation, and Municipally Owned Facility infrastructure upgrade and improvement cost models	
2.4	Updates to 10-year capital plans	
	Total Project Cost	$ 200,000.00
	Project Management Engineering Services (10%)	$ 20,000.00
3	**Regional Recreational Services and Facilities Study**	
3.1	Recreational facility infrastructure engineering analysis, energy efficient analysis, hazard assessment, environmental impact assessment, and development of cost models	
	3.1.1 *Layout of current and future trails, detailed recommendations related to trail development, improvements, and maintenance. Complete a trail inventory.*	
	3.1.2 *Site analysis, consider current and future visitor needs, and gaps/issues/constraints.*	
	3.1.3 *Mapping*	
3.2	Development of regional recreational asset inventory, integration into the regional GIS, and updates to supporting plans	
3.3	Regional recreation service delivery and program review	
3.4	Regional recreational programming gaps, and risk and liability analysis.	
3.5	Demographic and facility usage analysis.	
3.6	Review of energy systems (mechanical, electrical, efficiency analysis).	
3.7	Develop conceptual and/or detailed designs as required, and related cost estimates.	
3.8	Regional recreational service and infrastructure options and recommendations report	
	Total Project Cost	$ 200,000.00
	Project Management Engineering Services (10%)	$ 20,000.00
	TOTAL PROJECT MANAGEMENT ENGINEERING SERVICES	**$ 60,000.00**

Disclaimer: This cost estimate is an opinion of probable cost and is a function of many factors that can change with time.