



REQUEST FOR PROPOSALS

Smoke and Iosegun Lake Campgrounds

January 2025 – December 2030

(possible 5-year extension)

Campground Operations and Maintenance

1. INTRODUCTION

The Town of Fox Creek is seeking a qualified contractor to operate and maintain the Smoke and Iosegun Lake Campgrounds. We are looking for friendly, reliable campground hosts who will ensure the highest standards of care in managing these facilities. The successful proponent will be offered a five-year term with the possibility of a five-year extension.

Campground Details:

Smoke Lake Provincial Recreation Area:

Location: 9 km southwest of Fox Creek off Highway 43.

Facilities: 47 non-serviced rustic sites, boat launch, and a day-use area.

Iosegun Lake Campground:

Location: 11 km north of Fox Creek along the industrial bypass road.

Facilities: 52 non-serviced sites, sandy beach, day-use area, boat launch, and pit toilets.

We invite interested parties to submit their proposals, demonstrating their capability to maintain and operate these campgrounds to the highest standards.

2. SUBMISSION DETAILS

The Town of Fox Creek is not under any obligation whatsoever to select a proponent and may cancel this Request for Proposal at any time for whatever reason(s) and without liability to the proponents or anyone else.

Proponents are solely responsible and without recourse to the Town for their own expenses in preparing and submitting a proposal and for otherwise participating in the Request for Proposal process.

Please address submissions to:

Kristen Milne
Chief Administrative Officer
PO Box 149
Fox Creek, Alberta
T0H 1P0
kristen@foxcreek.ca

Submissions are to be received by no later than 12:00 pm on Friday October 4, 2024, and may be sent electronically or by hard copy.

3. INQUIRIES

Clarification on this Request for Proposals shall be directed to:

Kristen Milne
Chief Administrative Officer
PO Box 149
Fox Creek, Alberta
T0H 1P0
kristen@foxcreek.ca

4. PROPOSAL BACKGROUND

The Town of Fox Creek sits in the northwest portion of central Alberta, approximately 225 km northwest of Edmonton. The community is the halfway point between Edmonton and Grande Prairie. Fox Creek is surrounded by dense forests of spruce, fir and pine and is nestled between three waterbodies: Iosegun Lake, Smoke Lake and Raspberry Lake. The scenic location of the area is ideal for outdoor recreation such as snowmobiling, fishing, camping, biking and stargazing.

Smoke and Iosegun Lake Campgrounds are provincially owned, with operations funded by the Municipality. The Town is looking at continuing to have the operations of Smoke and Iosegun Lake as an annual contract issued in response to this request for proposal.

5. PROPONENT PROFILE / TECHNICAL SKILLS / EXPERIENCE

Respondents must provide an overview of their organization and/or resume of themselves and profile the key representative who will be charged with this contract.

The successful proponent will have some of the following attributes:

- Strong background in or with recreational areas
- A love of the outdoors, landscaping and tree maintenance is an asset
- Must have excellent interpersonal and communication skills
- Ability to work outdoors for long periods of time in all conditions
- Ability to operate maintenance equipment including but not limited to lawnmowers, chainsaws, weed trimmers, leaf blowers, log splitter
- Must carry a valid Class 5 Alberta driver's license
- Strong commitment to public service

6. TERM AND HOURS OF OPERATION

- a. This proposal is to hire an operator to run Smoke and Iosegun Lake Campgrounds for a term of five years with the possible extension of another five-year agreement with the Town.
- b. The term of operation will be from January 1, 2025 until December 31, 2029.
- c. The campground shall be open on a full-time, 7-day-per-week basis between May 1 and October 15 each year.

7. CONTRACTOR FEES, LICENSES AND INSURANCE

The Contractor agrees to obtain and provide the following to the Town of Fox Creek:

- a. Town of Fox Creek Business License.
- b. Criminal Record Check (if required).
- c. Record of Liability insurance, listing the Town of Fox Creek as Additional insured, with inclusive limits of not less than three million dollars (\$3,000,000).

8. EMPLOYEES RESPONSIBILITY OF CONTRACTOR

All employees employed in the operation of the campground shall be employees of the Contractor and the Contractor shall be responsible for:

- a. Hiring and firing of employees hired by the Contractor.
- b. Payment of all wages of employees hired by the Contractor, including but not limited to Worker's Compensation fees, employment insurance, Canada Pensions Plan and Income Tax deductions and expenses.
- c. Ensuring that all employees of the Contractor shall at all times operate in a business-like manner and follow the rules, regulations, bylaws and policies of the Town of Fox Creek, and all other law enactments.

9. OPERATOR REQUIREMENTS

The requirements listed below, for Smoke and Iosegun Lake Campgrounds, outline the majority of the requirements of the Operator but is not expected to be an exhaustive list, as additional responsibilities may be required from time to time.

- Be available to respond to phone calls and emails to manage reservations and address inquiries.
- Ensure campers use designated campsites and follow campsite rules and regulations.
- Collect fees and charges as required, pursuant to the Town of Fox Creek Fees and Charges Bylaw.
- Maintain an accurate daily record of all site fees and any other applicable fees collected from campers.
- Fill out daily activity report sheets and submit the records with all fees collected, to the Town of Fox Creek Administration Office on the first business day of each week.
- Provide site maps, advertisements, and other applicable tourist information to campers (materials will be provided by the Town of Fox Creek).
- Ensure campers keep their pets controlled on a leash and picked up after.
- Keep woodshed areas stocked, clean and tidy at all times.
- Keep campground and campsites clean and tidy (includes raking, cutting grass and gardening/weeding).
- Collect all garbage.
- Ensure washrooms are kept clean and maintain necessary supplies in the washrooms.
- Agree that the contractor's telephone number be displayed and be available to respond as needed.
- Promote and publicize the Campground in an effort to increase its use.
- Immediately notify the Town of Fox Creek Director of Operations of vandalism or the requirements for any repairs to the buildings or facilities which are over and above regular maintenance.
- Be responsible for all minor repairs to both properties.
- Ensure the safety of the public when working on the site.

- Provide own transportation and be responsible in all aspects for the same.
- The contractor waives all claims that he/she may have against the Town of Fox Creek and its elected officials, officers, employees, and representatives for any and all liability or claims, of any kind whatsoever.
- Management of the campgrounds and associated activity areas will be the responsibility of the Contractor, and he/she will be responsible for the supplies, materials, tools required for the management of the facilities.
- Snow removal when required.
- Operation of the group use designated area as required.
- Any other duties as required.

10. PRICING

The proposal will identify the proposed contract fee and any other compensation requested as part of the contract for services.

11. NEGOTIATION

The successful contractor will be required to enter into an independent contract with the Town of Fox Creek. 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.

12. PROPOSAL SUBMISSIONS, SELECTION AND EVALUATION CRITERIA

Proposal Format:

The following format and sequence should be followed in order to provide consistency in the Proponent response and ensure each proposal receives full consideration and evaluation of key elements.

- a. Title Page, showing Proponent's contact information
- b. Table of Contents
- c. The body of the proposal shall include, but not be limited to the following elements:
 - Description of experience in managing such facilities as a campground or public park.
 - Description of knowledge of the Fox Creek area.
 - Brief overview of the business plan for operating the campgrounds.
 - Concepts to increase campground use and thereby increase revenue
 - Ideas for increasing efficiency.
 - References of past work experience.

13. CONFIDENTIALITY

The proponent acknowledges that the Town of Fox Creek is a public body, as defined by and subject to the Municipal Freedom of Information and Privacy Act. All proposals will be held in confidence by the Town of Fox Creek unless otherwise required by law.