



REQUEST FOR PROPOSAL 25-003

FORT MCMURRAY INTERNATIONAL AIRPORT Construction of an Airport Rental Car Wash / QTA Facility

Release Date: October 1, 2025

Closing Date: October 30, 2025

1. DEFINITIONS

Throughout this RFP, the capitalized terms will have the following meanings:

- a. “Act” means the *Aeronautics Act*, S.C. 1985, c. A-2, as in force and amended from time to time;
- b. “Agreement” means the written agreement for the construction of an Airport Rental Car Wash / QTA Facility all schedules and amendments and renewals, if any, resulting from this Request for Proposal;
- c. “Closing Date” means 1530h (3:30 pm) MDT on October 30, 2025;
- d. “Confidential Information” means any information or material which is proprietary to the Authority and that is designated as Confidential Information or which under the circumstances surrounding disclosure ought to be treated as confidential. Confidential Information shall include, without limitation:
 - a) all information obtained by the Proponent or made available by the Authority through whatever means; and
 - b) any plans, layouts, drawings, maps, or other documentation provided in connection with this RFP, including but not limited to all information requested by the Proponent; but shall not include information that:
 - i. is or subsequently becomes publicly available, other than as a result of a breach of this Agreement;
 - ii. is information that the parties learn independently of any disclosure by the Authority; or
 - iii. is lawfully obtained from any third party who has lawfully obtained such information.
- e. “Contract Manager” means the Person appointed by the Contractor who is responsible for the management of the Agreement;
- f. “Contractor” means the Preferred Proponent to this RFP who enters into an Agreement with FMAA;
- g. “FMAA” means the Fort McMurray Airport Authority, an airport authority under the *Regional Airports Authorities Act*, Alberta;
- h. “Laws” has the meaning given to it in Section 15 of this RFP;
- i. “Person” means an individual, partnership, association, body corporate, trustee, executor, administrator or legal representative;

- j. "Preferred Proponent" means the top ranked Proponent pursuant to this RFP;
- k. "Proponent" means any Person that submits, or intends to submit, a Proposal in response to this RFP;
- l. "Proponent Representative" has the meaning given to it in Section 30 of this RFP;
- m. "Proposal" means the Proponent's response to this Request for Proposal;
- n. "Prudent Practice" means the practices, methods and acts, including those related to public safety, cost and business conduct, generally accepted at the relevant time by responsible and reputable Contractors in Alberta and includes practices, methods or acts which would, in the exercise of reasonable judgment in light of the facts known at the time the decision was made, have been expected to accomplish the same result as generally accepted maintenance practices;
- o. "RFP" means the Request for Proposal documents and includes all reference documentation;
- p. "RFP Contact" means the Person indicated in Section 30 of this RFP;
- q. "Project" means those deliverables and services as described in Section 4 of this agreement;
- r. "Scope of Work" means the supply and installation of the materials necessary to complete the Project;
- s. "Subcontractor" means a contractor that is engaged and supervised by the Contractor for the purpose of providing any whole or part of the Scope of Work;
- t. "YMM" means Fort McMurray International Airport, which is owned and operated by FMAA; and
- u. "YMM Designated Manager(s)" means the representative(s) as designated by the Authority, from time to time, responsible for administration of the Agreement.

2. DESCRIPTION OF REQUIREMENT

The FMAA is an independent not-for-profit, non-share capital corporation which owns and operates the Fort McMurray International Airport. FMAA provides critical transportation services, creating local jobs, procuring local goods and services and offering commercial land leasing opportunities. All surplus revenue generated from commercial activities is reinvested back into airport operations and infrastructure to ensure compliance with safety, security and environmental regulations. The airport is a major economic driver for the region, with an economic impact of over \$290 million, supporting 40+ businesses and some 500 jobs on the airport campus.

YMM is responsible for the delivery of high quality, safe and efficient airport services 24 hours per day/7 days per week/365 (24/7/365) days of the year. The airport is serviced by Air Canada, WestJet, and numerous other airlines and air charter companies.

3. PURPOSE OF THE RFP

The purpose of this RFP is to invite Proponents to develop and propose innovative and cost-effective solutions to construct and commission an Airport Rental Car Wash / QTA Facility.

4. SCOPE OF WORK

Construct and commission a 865 m² Airport Rental Car Wash / QTA Facility on a 9757 m² site located wholly on FMAA owned property using the provided specifications and drawings.

5. FORM OF CONTRACT

The form of contract will be negotiated between the Preferred Proponent and the FMAA using a Stipulated Price Contract CCDC 2 from the Canadian Construction Document Committee.

6. CONSTRAINTS

The FMAA has a budget of \$4.5 Million Dollars to complete this project.

Selection of the winning proponent will be based on “Best-Value” as deemed by FMAA.

7. FMAA PROVIDED ITEMS

The FMAA will arrange and pay the cost of building and utility connection permits.

8. PROPONENT PROVIDED

Proponents will be required to provide surety in the form of a 50% Performance bond and a 50% bond for Labour and Materials payment at the time of contract execution.

9. PROPONENTS MEETING AND SITE TOUR

A non-mandatory site meeting and site tour will be scheduled for all Proponents. The tour will be held on October 16, 2025, at 1000h. Attendees are to register at the Information Centre on the Arrivals level of the terminal.

10. PROJECT SCHEDULING

a. RFP Process.

- i) RFP Release Date: October 1, 2025
- ii) Site Tour and Meetings: October 16, 2025
- iii) Acknowledgement Return Date: October 17, 2025
- iv) Proposals due by: October 30, 2025
- v) RFP Evaluation Completion: November 7, 2025

vi) Planned Contract Award: November 21, 2025

b. Contract Start.

(i) Projected start date is expected to be no later than June 1, 2026.

11. WORKING LANGUAGE OF FMAA

The working language of FMAA is English.

12. CURRENCY AND TAXES

All pricing is to be quoted in Canadian dollars exclusive of taxes.

13. CONTRACT PRICING

The Proponent must include a pre-tax Canadian dollar pricing model that clearly details all costs associated with completing the RFP Scope of Work.

14. PROPOSALS FROM A SINGLE LEGAL ENTITY

Proposals should be submitted by a single legal entity. Proponents should provide the name, structural details, and contact information of the Person that will act as the main contact to FMAA in respect of the RFP process and for the purposes of performing any resulting Agreement (the “**Proponent Representative**”).

15. CODE AND REGULATORY COMPLIANCE

This RFP will be governed by and be construed and interpreted in accordance with the Laws of the Province of Alberta.

Proponents must ensure their Proposals meet and comply with all relevant Laws, by-laws, regulations and codes of all relevant levels of government, including but not limited to the Act (“**Laws**”).

16. PROPONENTS TO REVIEW RFP

Proponents are advised to examine all the documents comprising this RFP and report any errors, omissions or ambiguities and seek additional information, in writing, by e-mail, to the RFP Contact. FMAA will not respond to requests for clarification after the closing date.

17. PROPONENTS TO FOLLOW INSTRUCTIONS

Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, Proposals should reference the applicable section numbers in the RFP.

18. NO INCORPORATION BY REFERENCE BY PROPONENT

The entire content of a Proposal should be contained within the Proposal document and the content of web sites or other external documents referred to in the Proposal will not be considered to form part of its Proposal. FMAA is under no obligation to seek out information not contained in a Proponents Proposal.

19. RFP DEBRIEFS

Unsuccessful Proponents may request a debrief meeting with FMAA within two weeks of the conclusion of the RFP process; FMAA will make a reasonable effort to meet with Proponents who make such a request. Requests after the two-week period will not be entertained by FMAA.

20. MANDATORY PROPOSAL COMPONENTS

Clarity of language, adherence to Proposal format structuring, and adequate and easily accessible documentation is essential for the FMAA to conduct an evaluation. FMAA is interested in Proposals that demonstrate innovation, efficiency, and value. General marketing and promotional material will not be reviewed or considered.

The information contained in the proposal must be organized under the same headings and in the same order as follows:

- a) A title page, showing the RFP number and title, the Proponents name and address, and Proponents contact information, including phone numbers and e-mail address;
- b) A table of contents including page numbers. All pages must be placed and numbered consecutively;
- c) An introductory letter identifying the Proponent's key personnel, including resumes and references;
- d) A letter of good standing with the Workplace Safety & Insurance Board;
- e) A letter from the Proponent's insurance company stating availability of professional liability insurance and proof of general liability insurance of no less than Five Million (\$5,000,000.00) Dollars per occurrence. Clauses that limit the liability of the Proponent or insurance company to the fees payable will not be accepted;
- f) A breakdown of the Proponent's proposal to meet the Scope of Work complete with methodology;
- g) A plan outlining how supervision, quality control and quality assurance will be met;
- h) An overview of the Proponent's health and safety program;
- i) The Proponent's Representative name and contact details; and

- j) Any additional information the Proponent feels pertinent to its Proposal.

21. DISCLOSURES AND CONFIDENTIALITY

FMAA provides the following disclosures to Proponents responding to this RFP, and the Proponent acknowledges having received the same:

While FMAA has used considerable effort to ensure the accurate representation of information in this RFP, including these disclosures, such information is supplied solely as a guideline for Proponents. FMAA does not warrant or guarantee the accuracy of such information nor is such information necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from their obligation to conduct their own due diligence, form their own opinions and reach their own conclusions with respect to the matters addressed in this RFP.

Proponents will have the opportunity at specified times during the RFP process to request additional information and to request clarification of information provided. This information may be shared with all Proponents at the sole discretion of FMAA and may be subject to the Proponent signing a Non-Disclosure Agreement.

Subject to the terms and conditions of this RFP, Proponents will have access to RFP related documents. This may include Confidential Information and remains the exclusive property of FMAA. Proponents must take all reasonable steps to safeguard this information and will not disclose any Confidential Information to any third party unless expressly authorized in writing to do so by the RFP Contact. Proponents will not use Confidential Information for any reason other than creating its proposal to this RFP or as expressly authorized by the RFP Contact.

Except for Confidential Information, FMAA may use any other information supplied to them in the RFP submissions for whatever purposes that FMAA, in its sole discretion, desires, without any compensation payable to the Proponent whatsoever.

_____Proponent

22. CHANGES TO THE RFP

FMAA may amend the RFP in whole or in part, at any time. All amendments and additional information will be made available to registered Proponents.

23. CHANGES TO PROPOSALS & WITHDRAWAL OF PROPOSALS

Proponents may amend or withdraw their proposal at any time before the closing date by submitting a clear and detailed written notice to the FMAA Contact. Material changes may impact the evaluation, ranking and selection of Proponents.

24. COSTS OF PROPOSALS

The Proponent shall bear the responsibility for all costs associated with all stages of this RFP process, including but not limited to the preparation, presentation and submission of their proposal, the negotiation phase, and the disclosure of information to FMAA. FMAA shall not be obligated to bear any costs associated with Proponent submissions to this RFP for any reason whatsoever.

25. OWNERSHIP

All documents, maps, drawings, photographs, surveys, reports, or similar materials prepared or produced pursuant to this RFP will become the property of the Fort McMurray Airport Authority and must be transferred to the Fort McMurray Airport Authority.

26. PROPOSAL EVALUATION CRITERIA

This RFP is not a request for binding offers. No contractual obligations will arise between FMAA and any Proponent until and unless FMAA and a Proponent execute a written Agreement.

Proposals will be evaluated by FMAA on the basis of “best value” to FMAA and as such, lowest price may not mean award. FMAA reserves the right to select and award using its sole discretion and to reject any and all proposals as it sees fit.

Evaluation criteria will include:

- Experience in constructing similar projects; and
- Understanding the Airport operating environment; and
- Cost.

27. SUBMISSION INSTRUCTIONS

Proposals may be submitted electronically in PDF format or via printed copy. Maximum file size 15 MB per email message. The FMAA is not liable for any failure in receiving the submission, missing or delayed messages. The Proponent bears all responsibility to ensure delivery and confirm receipt prior to the submission deadline.

Proposals can be submitted to cuyler.green@flymm.com

Proposals will not be opened in public.

28. CLOSING DATE AND TIME FOR SUBMISSIONS

- a) Proposals must be received no later than: 1530 hours (3:30 pm) Mountain Standard Time (MDST), October 30, 2025.
- b) No late deliveries, fax transmissions, or e-mails will be accepted after closing time.

29. FMAA RFP CONTACT

The FMAA RFP Contacts are the only representatives authorized to communicate and otherwise deal with the Proponents and all Proponents must communicate and deal with those persons only. Each FMAA contact is to be copied on all correspondence.

Contact with Members of the Board of Directors for the Airport Authority regarding the RFP or a Proponents submission will result in the Proposal being removed from consideration for this RFP.

In the case of a Proponent having a dispute with their submission being removed for this clause, a formal letter must be presented to the RFP Contact within (5) working days of notice of removal, stating clearly the reason(s) that they feel their submission should be reinstated. Under this process the FMAA President and CEO, at their sole discretion, will make the final decision.

The FMAA RFP Contacts are:

Fort McMurray Airport Authority 300-100 Snowbird Way Fort McMurray AB T9H 0G3	Laura DeRosier PMP, EIT +1-604-754-2899 laura.derosier@aecom.com
Cuyler Green +1-780-793-8982 cuyler.green@flyymm.com	Adam Lo Bianco +1-780-598-6223 adam.lobianco@flyymm.com

30. Proponent Acknowledgement and Submission

Proponents who intend to submit a Proposal are to complete the form below and return the same to FMAA no later than October 17, 2025.

Mandatory Proponent Registration Form

_____ intends to submit a Proposal to the Request
Name of Proponent / Respondent

for Proposal for the Airport Rental Car Wash / QTA Facility issued by FMAA. The designated contact person for the Proponent is:

Name

Position

Telephone Number

Email address

Per: _____

Name :

Position :