



REQUEST FOR PROPOSAL (RFP)

Annual Membership Fee Review

Issued by: Utility Safety Partners

Issue Date: September 2, 2026

Intent to Respond Deadline: September 15, 2026

Proposal Submission Deadline: September 30, 2026

Anticipated Start Date: October 12, 2026

1. Introduction

Utility Safety Partners (USP) created an Annual Membership Fee (AMF) based on a report received from Det Norske Veritas (DNV). Using the data provided, USP designed a formula dividing annual budget expenses by facility type based on a risk and consequence analysis created by DNV and provided in their report. The amount each member pays is divided on a volume percentage which is based on a 5-year average of their notification data pulled from the PelicanCorp Software database. USP is seeking a review and an update of the risk and consequence formula used to create the AMF and a review of the AMF process to ensure accuracy and fairness for all members.

2. Organization Background

USP is a not-for-profit organization dedicated to preventing damage to buried energy and utility assets, reducing contact with overhead power lines, and promoting public safety across Alberta. USP provides a communication link between the digging community and facility owners to coordinate buried asset identification prior to ground disturbances. USP supports a large and diverse membership base and plays a critical role in public safety, infrastructure protection, and damage prevention in Alberta.

3. Historical Revenue Background

USP shifted from a notification-based revenue structure to a risk and consequence model to improve revenue parity and member equity. In the previous notification-based revenue structure, members with buried energy and utility assets concentrated in urban centres funded USP operations to a higher degree than members whose assets are located outside of those concentrated areas.

4. Objective of the Annual Membership Fee

The objective of the AMF is to ensure that USP has the necessary capital to provide identified services as well as generate and maintain appropriate reserve funds.

5. Project Background

The AMF has been in place for five years; the USP Board and Operations has a responsibility to ensure it remains fair, transparent, and equitable for all USP members.

6. Scope of Work

- Use data from trusted sources including DIRT, Statistics Canada, and any other reputable source:
 - Review and report on the risk and consequence formula of buried energy and utility assets in Alberta
 - Review and report on facility classification structure of buried energy and utility assets
 - Review the existing policy and procedure of the current AMF including a SWOT analysis

7. Deliverables

- Validation and/or recommendations for revisions to the existing AMF methodology and provide a defensible, transparent framework that can be applied by USP for future AMF calculations
- Recommendations for the risk and consequence classifications and split for each utility type
- Deadline for project will be mid-November 2026

8. Proposal Requirements

- Understanding of the project
- Proposed methodology on how the AMF will be reviewed/revised
- Relevant experience
- Timeline to complete the project
- Fees associated with the proposal, including a breakdown of costs

The successful proponent will be given access to the AMF documentation, historical billing data, membership classifications, annual budgets, notification volume data, and the original DNV study used to develop the model.

Please submit proposals to Gary Laycraft (glaycraft@utilitysafety.ca) no later than September 30, 2026.