



REQUEST FOR PROPOSAL

***Purchase and Development of Municipally Owned Land
Located at 4204 – 54 Street Smoky Lake, Alberta
Plan 872 NY Block 11 Lot 2***

Request for Proposal #01-2025

Proposal Closing Time

February 21, 2025

4:00 pm

1.0 INTRODUCTION

The Town of Smoky Lake (the “Town”) is seeking a proposal for the purchase and development of a 3.92 Acre parcel of land (the “Lands”) in the Town of Smoky Lake. The Land is for sale through this publicly advertised Request for Proposal (the “RFP”) process. It is intended that the Land be sold to a successful development proponent (the “Proponent”) for the purposes that the Lands be developed.

Land Description:

- Zoned C-3 Highway Commercial (Proponent may apply to rezone the property).
- Land is located in close proximity to Highway 28 as per Diagram D
- Land area = 3.92 Acres
- There is a structure on the property. The structure does not have gas, water or sewer connections. The status of the structure is unknown.
- Gas/Water/Sewer lines run adjacent to the property as per Diagram C

2.0 INVITATION TO SUBMIT PROPOSAL

The Town is seeking sealed proposals for a proposal for the purchase and development of Town-owned Land, located at Plan 872 NY Block 11 Lot 2 (4204 54 Street), as set out in this RFP documentation.

Request for Proposal: # 01-2025

Description: Purchase and development of 3.92 acres of Town-owned Land, located at 4204 – 54 Street in Smoky Lake, Alberta.

Date Issued: January 17, 2025

Closing Date: February 21, 2025

Closing Time: 4:00 pm (local time)

Indicate RFP Number and description on all correspondence.

3.0 INSTRUCTION TO PROPONENTS

3.1 Inquiries

Refer all inquiries to:

Pam Routhier, Development Officer at 780 656-3674;

Email: development@smokylake.ca

3.2 Proposal Submission Instructions

- a) RFP submissions shall be sealed and enclosed in an envelope marked with the RFP number and addressed to:

Pam Routhier – Development Officer
Box 460
Smoky Lake, Alberta
T0A 3C0

OR

RFP submissions may be emailed to:

development@smokylake.ca

- b) Proposals must be received at the predetermined time and date set forth or they will not be accepted for this particular Request for Proposal. Proposals received late will not be considered.
- c) Faxed Quotations **will not** be accepted nor considered. Any Quotations that are received via facsimile will be returned by mail to the Proponent.
- d) The Town is not responsible for the timeliness of documents delivered nor will the Town accept any proposal delivered to a location other than as specified above.
- e) In submitting this proposal, the Proponent agrees to hold their offer open for thirty (30) days after the actual RFP closing date.
- f) Any proposal once deposited with the Town may only be withdrawn by letter of request, signed by the depositing Proponent and presented to the Development Officer or designate prior to the time of opening of any proposal for the project in question.
- g) The following information must be provided in each proposal in order for it to be considered responsive. This information will be utilized in evaluating each proposal submitted. The RFP should include the following:
 - 1. Monetary offer for the purchase of the Land
 - 2. Proposal for the development of the Land
 - 3. Timeline for development

4. ACCEPTANCE OF PROPOSALS

- a) By the act of submitting its proposal, the Proponent waives any right to contest in any legal proceedings or action the right of the Town to award the project to whomever it chooses in its sole and unfettered discretion, and for whatever reason the Town deems appropriate.

- b) The Town is not providing any representations or warranties regarding the condition of the Land and the successful Proponent will be required to accept the Lands “as is, where is”. The Proponent must rely on its own due diligence and investigation with respect to the Lands, their proposed use, and development.
- c) The successful Proponent will be required to apply for and obtain all permits, licenses, and approvals relating to the Lands and the proposed use and development when required by any law, bylaw, regulation, or code affecting the Lands and the proposed use and development. Nothing in this RFP may be interpreted in such a manner so as to constitute a consent to, or approval of, or a representation, warranty, or covenant by the Town with respect to any proposed use, subdivision, or development of the Lands, or an obligation on the part of the Town to consent to or approve any proposed use, subdivision or development of the lands.
- d) The Town reserves the right, in the Town’s sole discretion, to:
- accept any proposal submitted prior to the RFP Closing Time, as specified in the RFP;
 - accept the withdrawal of such proposal as permitted hereunder or by the RFP;
 - reject any or all proposals, and;
 - waive any irregularities and informalities contained in any proposal;
 - accept the RFP which is deemed most advantageous.
 - negotiate any aspects of a proposal, including but not limited to the purchase price offer, and Land Purchase Application
- e) If the Proponent fails to state the time within which a proposal must be accepted, it is understood and agreed that the Town shall have ninety (90) days to accept the proposal.

The Town may choose to select none of the proposals, including the highest proposal.

5. SPECIAL PROVISIONS

- a) Proponents shall carefully read the RFP document and submit proposals subject to all conditions contained in the proposal documents. Proponents shall make all investigations necessary for estimating as to the conditions under which the work must be carried out and its nature and location. The submission of a proposal by a bidder shall be construed by the Town to mean that the Proponent agrees to abide by and carry out all conditions set forth in the proposal documents.
- b) The Proponent shall provide evidence, satisfactory to the Town of their ability to perform proposed work. The Proponent must include a description of the

company's background, with emphasis on its experience undertaking similar projects, and provide corporate references.

- c) The Town reserves the right to amend or revise the proposal documents by addenda up to forty-eight (48) hours prior to the proposal closing time. Verbal responses to any inquiry are not considered binding on either party. It is the Proponent's responsibility to ascertain and verify, prior to closing time, that it has received any and all addenda issued in relation to a proposal package.
- d) No proposal shall be altered or amended after the closing time without the agreement of the Town.
- e) The Town will open all proposals. No proposal award decision will be made until the Town has had an opportunity to examine and evaluate all proposals.
- f) Nothing in this RFP shall be construed as authority for the selected Proponent to make commitments, which shall bind the Town to otherwise act on behalf of the Town, except as the Town may expressly authorize in writing.
- g) The Proponent will be required to work with the Town to ensure adequate drainage on the Land is addressed.
- h) The Proponent shall be responsible for the disposal of or improvement of the existing structure on the Land.
- i) The Proponent shall be responsible for all costs related to bringing utilities to the development.
- j) The Proponent shall be responsible for all zoning costs if required. The Land is currently zoned C-3 Highway Commercial.
- k) All documents submitted to the Town will be subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act ("FOIP").
- l) The Town may reject any or all submissions including the highest cost proposal.
- m) This RFP does not commit the Town to award a contract or pay any costs incurred in the preparation of a quote, or attendance at a meeting with Town staff.
- n) The Proponent shall include a schedule outlining the timelines of construction and acknowledge that the Town Council may require the development phases to be completed within a set timeline.
- o) The Proponent acknowledges that the sales agreement may include an option for the Town to repurchase the Lands for the sum of the purchase price, less twenty-

five (25%) percent if the Land is not developed within these timelines as set forth by way of caveat registered to the title.

- p) The Proponent shall agree that they shall not sell, transfer or lease the Lands to any third party without first commencing and completing the Development in accordance with all applicable building permits, development agreements, bylaws, regulations, building and safety codes, and restrictions affecting the Lands and the development.
- q) The Proponent shall apply for and obtain all permits, licenses, and approvals relating to the Lands, and the construction of the Development when required by any law, bylaw, regulation, or code affecting the Lands and the Development.

6.0 PROPOSAL EVALUATION AND AWARD

The following criteria will be considered in the evaluation of proposals:

Criteria	Point Weighting
• Proposed Development and Plan	25%
• Purchase Price Offer	30%
• Timeline and Commitment and Schedule	25%
• Corporate Profile/Reputation and Experience	20%

- a) A proposal award decision may be made after the Town has had an opportunity to examine and evaluate all proposals in detail. The Town reserves the right to reject any or all proposals and to accept any part of one or more proposals. The decision of the Town is final. Those Proponents who appear to meet the criteria may be short-listed and a short-listed Proponent may be requested to make a formal presentation regarding their proposal for evaluation and to provide samples of previous work. These presentations will be made at no cost to the Town.
- b) As per Policy D-02-2023 Disposal of Municipal Property, Town Council will make the decision on a successful proposal upon submission of a relevant recommendation by Town Administration. Written notification of the decision will be mailed within seven (7) days of the date on which the decision is made by Council.

7.0 PROPOSAL REQUIREMENTS

- a) Cover Letter - The Proponent must submit a cover letter with a primary point of contact and contact information.
- b) Company Detail - The proposal must include a corporate profile, including an overview of the company, and material deemed appropriate to demonstrate experience and expertise.
- c) Relevant Experience – A summary of previous development projects.
- d) Development Plan - The Proponent shall provide a plan for the development of the said Lands, including the following:
 - Completed Land Purchase Application
 - Phases for development
 - Rezoning considerations
 - Timelines for development
- e) Purchase Price
- f) Conflict of Interest Disclosure – The Proponent shall disclose any actual or potential conflicts of interest that may exist between your firm and its management and the Town.

The Proponent shall deliver two (2) copies of their proposal, along with any associated maps, diagrams, plans, photographs, drawings, timelines, and the completed Land Purchase Application.

The Proponent is responsible for any and all costs related to the preparation and submission of their proposal.

8.0 REGULATIONS AND PERMITS

The Proponent shall be responsible for the completion of any subdividing of Lands, rezoning, development permits, building permits, adherence to building and safety codes, and any other regulations.

9.0 SITE REVIEW

A site review will be available for proponents at the property upon request.

DIAGRAM A – UTILITY LINE LOCATIONS

Utility Line Location:
Brown – Sewer
Blue – Water
Red – Gas



DIAGRAM B – LOT

Plan 872NY Block 11 Lot 2 (4204-54 Street)



DIAGRAM C – LOCATION IN TOWN

Plan 872NY Block 11 Lot 2 (4204-54 Street)

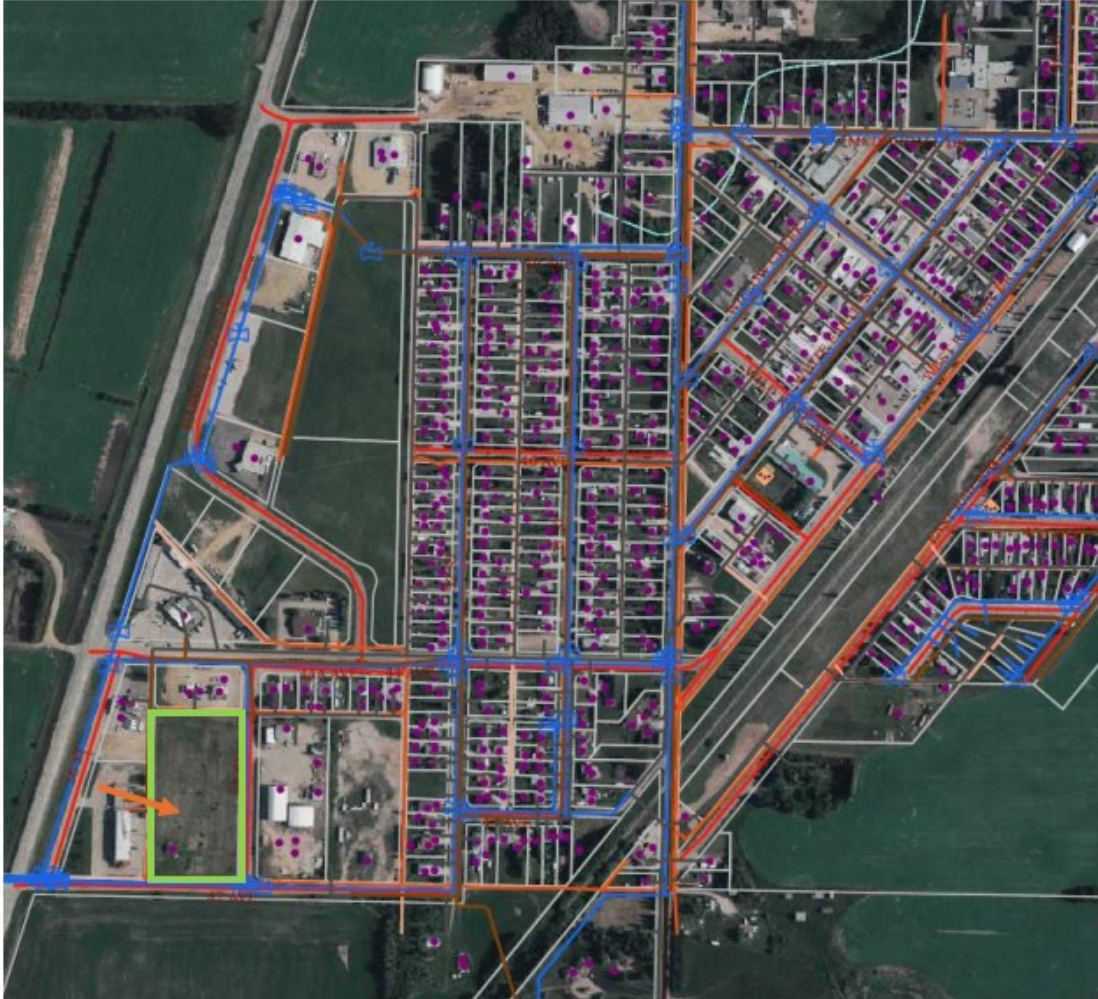


DIAGRAM D – PROXIMITY TO HIGHWAY 28

