



REQUEST FOR PROPOSAL

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

Request for Proposal #03-2025

Proposal Closing Time

April 18, 2025

2:00 pm

1.0 INTRODUCTION

The Town of Smoky Lake (the “Town”) is seeking a proposal for the purchase 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 with a reserve bid of \$130,000.00.

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 bids 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: # 03-2025

Description: Purchase of 3.92 acres of Town-owned Land, located at 4204 – 54 Street in Smoky Lake, Alberta. Reserve bid is set at \$130,000.00.

Date Issued: March 7, 2025

Closing Date: April 18, 2025

Closing Time: 2:00 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. Completed Land Purchase Application Form

2. **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;
- 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 bid.

6.0 PROPOSAL EVALUATION AND AWARD

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

Criteria	Point Weighting
• Purchase Price Offer	80%
• 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.
- 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) Completion of attached Land Purchase Application.

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



Land Purchase Application

Please complete this application if you are interested in purchasing land from the Town of Smoky Lake. The information you provide is not an offer or a contract. The purpose of this form is to provide information to the Town of Smoky Lake regarding a desire to purchase properties prior to negotiation of a formal agreement of purchase and sale. The completion and submission of the form in no way obligates the applicant to purchase the property in question and is not any way binding upon the Town of Smoky Lake.

The Town of Smoky Lake will review the form and contact the purchaser to confirm whether or not the Town of Smoky Lake will negotiate a formal agreement of purchase and sale. The town of Smoky Lake reserves the right to negotiate with only those parties that the Town of Smoky Lake determines in it's sole discretion. The Town of Smoky Lake reserves the right to amend or abandon this listing without accepting any Land Purchase Application.

This application will be submitted to the Town of Smoky Lake's Council for approval.

Purchaser Information	
Purchaser(s) or Corporation *	
Contract Person(s)	
Mailing Address	
Phone Number(s)	
Email	

*Corporations registered on Title to the property must be either a registered Alberta Corporation or a corporation extra-provincial registered in Alberta. An assignment to another corporation will only be permitted prior to the date of waiver or satisfaction of conditions precedent. AN ASSIGNMENT WILL NOT BE PERMITTED SUBSEQUENT TO WAIVER OR SATISFACTION OF CONDITIONS PRECEDENT.

REAL ESTATE BROKERAGE (IF REPRESENTED) **	
Associate Name & Brokerage	
Associate Phone Number(s)	
Email	

**If represented by a Real Estate Associate, all negotiations must take place through the associate

PROPERTY REQUESTED INFORMATION	
LEGAL ADDRESS	<i>Plan 872 NY Block 11 Lot 2</i>
Municipal (Civic) Address	4204 – 54 Street Smoky Lake
Deposit (If required)	

#	Additional Terms & Conditions	Condition Start Date	Condition End Period

Date

Purchaser Signature

This information is collected under the authority of Section 33(c) of the Freedom of Information and Protection Act and for property sale transactions with the Town of Smoky Lake. It is protected by the privacy provision of the Freedom of Information and Protection Privacy Act