

RFP No. 2025002



Request for Proposal No. TPR2025002

Sale of Town-Owned Property & Operation of a Campground

Issued: February 18th, 2025

**Submission Deadline: Friday, March 28th, 2025, 4:00 p.m. Local Time
(local time as determined conclusively by the clock located in the
submission location)**

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1. Project Overview

The Town of Peace River is seeking Proposals from suitably experienced Proponents to submit a bid of ownership for the 4.65 Acre Town-owned property located at 8700 100 Avenue (Legal Plan 8421257 Block B (SW-31-83-21-5)) (the “**Property**”) and formal plan for the operation of a campground on the Property.

2. RFP Timeline

| | |
|------------------------------|---|
| Issue Date of RFP | February 18 th , 2025 |
| Site Tour | Friday, February 28 th , 10:00am or Tuesday, March 4 th , 4:00pm. |
| Deadline for Questions | March 12 th , 2025 |
| Deadline for Issuing Addenda | March 17 th , 2025 |
| Submission Deadline | March 28 TH , 2025 |
| RFP Award Date | April 18 th , 2025 |

The RFP Timeline is tentative only and may be changed by the Town at any time.

3. RFP Questions

All questions regarding this RFP must be directed in writing to Tanya Bell, Director of Community Services via email at: tbell@peacriver.ca. Questions must be received before the deadline for questions noted above.

4. Submission of Proposals

4.1. Proposals to be Submitted at Prescribed Location

Proposals must be clearly marked as “Town of Peace River RFP No. 2025002” and submitted in one of the following formats:

Proposals may be submitted physically to:

Town of Peace River
 PO Box 6600
 9911 100 Street
 Peace River, Alberta, T8S 1S4

Attention: Tanya Bell, Director of Community Services

OR

Proposals may be submitted electronically in pdf format with the RFP name and number noted in the email subject line, attention to Tanya Bell at tenders@peacriver.ca.

If submissions exceed the permitted email size of the Proponent or the Town, Proponents should submit the proposal in multiple emails indicating in the subject line on each email the total number of emails being sent and the RFP name and number.

4.2. Submission Deadline

Proposal must be received by the Submission Deadline: **Friday, March 28th, 2025, by 4:00 pm Local Time.**

Proposals must be submitted as set out above on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected.

Proponents are cautioned that the Submission Deadline is based on when the proposal is RECEIVED by the Town, and NOT when a proposal is submitted by the Proponent. It is the sole responsibility of the Proponent to be mindful of the length of time for the proposal to be delivered physically or transmitted electronically due to file transfer size, transmission speed, etc., and the Town shall not be responsible for any delivery issues whether or not caused by the Town's server. As such, Proponents are encouraged to seek confirmation from the Town that their proposal has been received. An automatic response will be generated when an e-mail submission is received.

5. Property Description and Condition

5.1. Property Address

The Town of Peace River is the registered owner of the Property situated at

Plan 8421257 Block B (SW-31-83-21-5)
(Municipal Address: 8700 100 Avenue)

Property Size: 4.65 Acres

Schedule A: Premises map

5.2. Property Services

The Property is fully serviced with electricity, gas, water, and sewer.

The Town makes no statements, warranties, or guarantees as to the condition of the services' infrastructure and all will be offered for sale in an "as is" condition.

5.3. Buildings and Building Conditions

The buildings on the Property are included with the sale of the Property:

- a) Washroom/office building – Cinderblock construction, built approximately 1978, approximately 1500 Sq Feet.
- b) Detached garage – 715 Sq Feet – built approximately 2001

- c) Two picnic shelters – wood construction, slab on grade – construction dates unknown.
- d) various small sheds – condition and dates unknown

The Town offers no condition information, nor does it offer maintenance records related to the buildings and the underground infrastructure on the Property.

All buildings and infrastructure are offered for sale in an “**as is**” condition.

5.4. Property Zoning

The Land Use District for this property is Direct Control (DIR-C) with adjacent property zoned as Community Development (COM). Further information related to land use districts is available on the Town website: <https://www.peaceriver.ca/business-development/planning-development/planning-framework>

Peace River Town Council is the Development Authority for lands zoned Direct Control. Town Council wishes to see this site developed as a campground.

5.5. Property Assessment

The Assessment Summary for the property is available through the Town of Peace River website, GIS Public Web map: <https://peaceriver.maps.arcgis.com/home/index.html>

- Land valuation is \$208,300.00
- Improvement valuation is \$68,300

6. SUBMISSION REQUIREMENTS

Failure to follow the Proposal format may result in the disqualification of your proposal.

To ensure that there is uniformity to the proposals and to facilitate the comparison between Proponents, all Proponents must ensure their proposals contain the following content and are encouraged to organize their submissions according to the **headings** in this section.

6.1. Cover Page

Containing legal name, address, and contact information for the Proponent.

6.2. Executive Summary

A short summary of the proposal and the service model the proponent is proposing to implement. **Please note that the Executive Summary section will be made publicly available.**

6.3. Company Details

Business information including

- a) Business name

- b) date of registration
- c) Business Structure: sole proprietorship, partnership, corporation (shareholders), or co-operative.
- d) address
- e) phone number
- f) principal contacts
- g) website

6.4. Business Plan

A business case (plan) for the development of a new campground on the Property, including:

- a) Services
 - i. Detailed description of the proposed campground operational model
 - ii. Description of any additional services that may be provided
- b) Market analysis
 - i. Who are your customers/target market?
 - ii. Are your services aimed at a specific age/income group?
- c) Marketing strategies:
 - i. What will be your strategies to engage customers?
- d) Financial projections:
 - i. Budget and other financial documents that show how the business will be funded and operated.
 - ii. Evidence of necessary and appropriate financials to support the proposed business case (plan).
- e) Timelines
 - i. Clearly identified key phases and timeline for the development/redevelopment of the Property into an operational campground
- f) Experience
 - i. Examples of past projects and experience that illustrate the Proponent's ability to fulfill the business case (plan).

6.5. Property Bid

Proposed dollar amount, in Canadian Dollars, to be offered to the Town for the purchase of the Property, "as is".

6.6. Additional Information

Additional information the Proponent would like to include that would be complimentary to the submission (including but not limited to sketches, charts, or notes).

6.7. Proponent References

Minimum of two references related to business operations.

7. Evaluation

Submissions will be evaluated based on the following criteria:

| Criteria | Considerations | Weighting |
|--|--|-----------|
| Proposal | <ul style="list-style-type: none"> Quality of proposal. | 10 |
| Business Plan | <ul style="list-style-type: none"> Demonstrates ability to deliver on Financial Terms, site requirement and demonstrates ability to address all operations. | 25 |
| Financial Terms | <ul style="list-style-type: none"> The proposed purchase amount provides the Town with the best value. | 25 |
| Suitability of Proposal to market/location | <ul style="list-style-type: none"> Commitment to the operation of a campground. Differentiates from current services in Peace River/region or enhancement of services. Demonstrated community/visitor need to be met. | 25 |
| Experience | <ul style="list-style-type: none"> Organization history References of ability/project success | 15 |
| | Total | 100 |

8. General Conditions

8.1. The Town Reserves the Right to

- a) Suspend or cancel this RFP at any time for any reason without penalty.
- b) Reject any and all bids or accept any bid or part thereof at the Town's unfettered discretion.
- c) Waive any informalities, formalities, technicalities or reject any or all proposals based on the proponent's lack of proven experience, performance on similar projects, or the suitability of proceeding with the execution of the proposal.
- d) In the event that a number of proponents submit bids in substantially the same amount, or should proposals be scored equal, the Town may, at its own discretion, call upon those proponents to submit further bids or give a presentation.

8.2. General

No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the Town or otherwise, which are inconsistent with the provisions contained herein.

8.3. Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information in writing by email to the RFP Contact noted above on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. The Town is under no obligation to provide additional information, and the Town is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the Proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Town is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

8.4. Notification to Other Proponents

Once an agreement is executed by the Town and a Proponent, the other Proponents will be notified by public posting, in the same manner that this RFP was originally posted, of the outcome of the procurement process.

8.5. Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Town; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

8.6. Confidential Information of Proponent

A Proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Town. The confidentiality of such information will be maintained by the Town, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Town to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

8.7. No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective proponents for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the sale will be created between the proponent and the Town by this RFP process until the successful negotiation and execution of a written agreement for the sale of the property.

Schedule A

Map of Premises identified in orange.

