



Request for Proposal

**Lease Spaces at Eagle Builders Centre
March 16, 2021**

**Town of Blackfalds
Box 220, 5018 Waghorn St.
Blackfalds, AB T0M 0J0**

BLACKFALDS
ALBERTA

TABLE OF CONTENTS

	PAGE
1.0 INTRODUCTION	3
2.0 BACKGROUND	3
3.0 OPPORTUNITY	3
4.0 OBJECTIVE	3
5.0 GENERAL INSTRUCTIONS TO PROPONENTS	3
6.0 TERMS & REQUIREMENTS	4
7.0 SITE INFORMATION	4
8.0 SCHEDULE	5
9.0 EVALUATION CRITERIA	5
10.0 NEGOTIATION	5
11.0 ACCEPTANCE OF PROPOSALS	5
APPENDIX A	7
APPENDIX B	8

1.0 INTRODUCTION

Construction of the Eagle Builders Centre expansion project, formerly known as the Blackfalds Multi-Plex Arena, began in June 2020. This \$24.6M expansion project will include an additional 1,300 seat arena, a 12,000 sq. ft. library – one of the largest in Central Alberta, and the future home to the Alberta Junior Hockey League’s Blackfalds Bulldogs. Slated to be completed September 2021, the expansion will provide a welcoming community hub and will be a centerpiece for residents and visitors alike.

2.0 BACKGROUND

Blackfalds is one of Canada’s youngest and fastest growing communities; with a population of 10,125 (according to the 2018 Census). Ideally situated in Central Alberta between Alberta’s two largest urban centres, Blackfalds retains the feel and security of a small-town while its location is only a short drive from urban amenities or post-secondary education, regional scale shopping outlets and entertainment. Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

As growth continues in Blackfalds, the expectation of the community for more options in business, products, and services will also increase. This demand will result in the need to update the Town’s long range capital and operations plans to address infrastructure growth and operating efficiencies.

3.0 OPPORTUNITY

The Town of Blackfalds is requesting proposals from interested individuals/organizations that may be interested in leasing space in the areas depicted in **Appendix A**.

4.0 OBJECTIVE

The primary objective of this Request For Proposal (RFP) is to seek businesses who will benefit from the business exposure and location of the lease spaces and provide an additional service to the community.

5.0 GENERAL INSTRUCTIONS TO PROPONENTS

Proposals specifically marked:

“Lease Spaces at Eagle Builders Centre”

Shall be received by the following:

Mr. Rick Kreklewich, **Abbey Centre General Manager**

Town of Blackfalds Civic Cultural Centre
5018 Waghorn Street, Box 220
Blackfalds, AB T0M 0J0

Proposals shall include the following information:

- 5.1** All proposals shall use the enclosed Proposal Form for submitting their proposal lease price (**Appendix 'B'**).
- 5.2** A brief business plan including services being provided, lease space layout and operating hours.
- 5.3** Qualifications to provide the proposed services (if applicable)

Proposal Submittal: *One copy of the sealed proposal clearly marked as above.*

Proposals must be presented in sealed, clearly marked packages.

Proposals will be accepted until **12:00 pm, April 29, 2021.**

Late or faxed proposals will not be accepted.

6.0 TERMS & REQUIREMENTS

The Town of Blackfalds is offering to provide a three (3) year term to the successful proponent and will provide the lease space to the business owner in paint ready form. Any alterations to the lease space must be pre-approved by the Town and will be at the cost of the business owner. Equipment and marketing costs including signage will be the responsibility of the business owner.

The requirements and expectations outlined herein are not meant to be all inclusive relative to the project inclusions and processes. Proponents are invited to provide any additions or inclusions that the proponent determines to be beneficial or add value to the project. The Town of Blackfalds reserves the right to determine, at its sole and unfettered discretion, whether any proposal fulfills or meets the general requirements and expectations of the project.

7.0 SITE INFORMATION

Proponents can request information related to the lease space by contacting the following Town contact:

Rick Kreklewich, Abbey Centre General Manager

Ph: 403.885.4029

rkreklewich@blackfalds.com

Each Proponent is solely responsible and ensure that it has all information necessary to prepare its proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect this proposal. All inquiries related to the RFP shall be directed to Mr. Kreklewich through the contact information indicated above.

8.0 SCHEDULE

Request for Proposal packages disseminated:	March 16, 2021
Closing date for receipt of proposal packages:	April 29, 2021, 12:00 PM
Recommendation for award:	May 26, 2021
Building opening:	September 2, 2021

9.0 EVALUATION CRITERIA

The evaluation process will involve both qualitative and quantitative elements. All proposals presented will be evaluated by the Recreation, Culture and Parks Board and Council in the context of the overall value that they provide to the Town of Blackfalds. While cost is a significant part of the evaluation criteria, it will not be the sole determinant. Proposals will be reviewed by a team of Administrative personnel.

10.0 NEGOTIATION

The Town of Blackfalds reserves the right to negotiate with any or all proponents including those proponents that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements.

11.0 ACCEPTANCE OF PROPOSALS

The Town of Blackfalds will have specific interest in proposals from contractors that best demonstrate the qualifications, abilities, experience, and resources to provide the services as outlined.

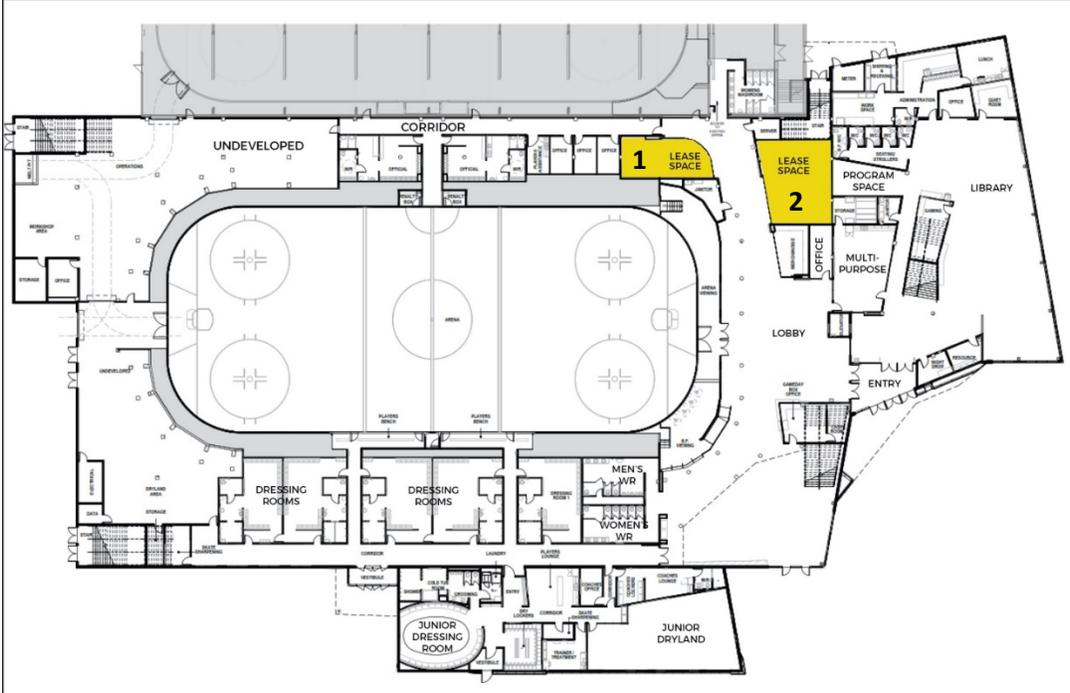
The Town of Blackfalds reserves the right to reject any or all Proposals or to accept the proposal deemed most favorable to the Municipality. All proposals *must be signed by a principal* of the responding company.

Following the evaluation of the submitted proposals, the Town of Blackfalds will consider entering into an agreement with the proponent who has the ability to best meet the needs and expectations and who offers the best overall content and value. Although the intended outcome is to enter into an agreement with a selected proponent, the solicitation of proposals does not in any way commit the Town of Blackfalds to accept any proposal or enter into a formal agreement with any proponent.

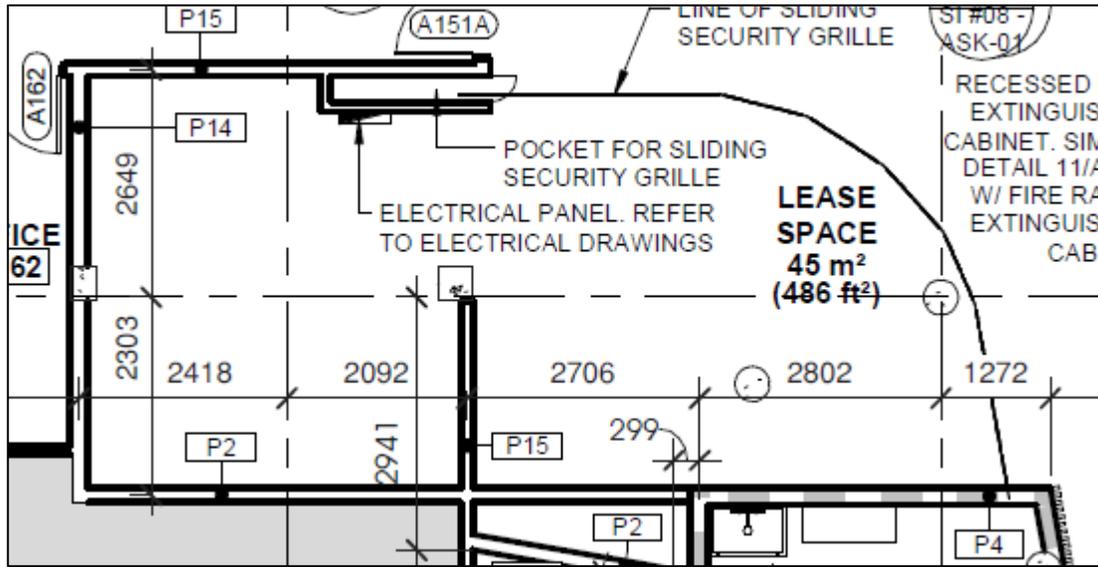
The submission of a proposal does not constitute a legally binding agreement between the Town of Blackfalds and any proponent. It is part of an overall selection process intended to enable the Town to select a proponent to fulfill the items indicated in this RFP.

APPENDIX 'A'

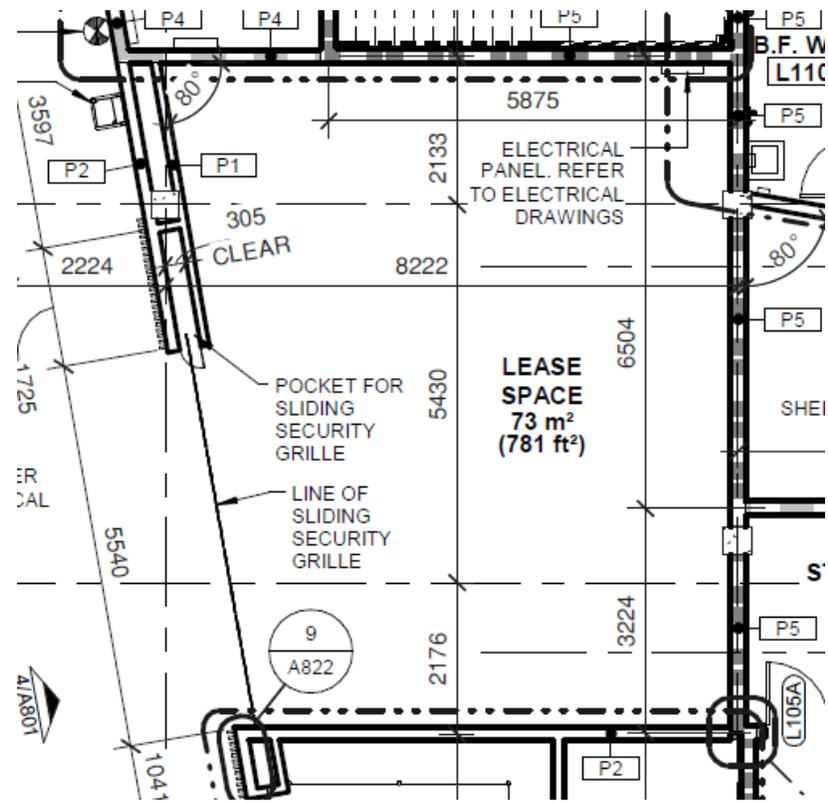
**LEASE SPACE DIMENSIONS AND SQUARE FOOTAGE
FIRST FLOOR**



LEASE SPACE 1 – 486 ft²



LEASE SPACE 2 – 781 ft²



APPENDIX 'B'

**PROPOSAL SUBMITTAL FORM
Lease Space at Eagle Builders Centre 2021**

Proponent Name: _____

Address: _____

Telephone: _____

Email: _____

Brief description of business to be provided in lease area:

Proposal Pricing:

I hereby propose to lease space _____ (1 or 2 as per Appendix A) at \$_____ per square foot for a total of \$_____ per year.

Signature

Printed Name

Date

Firm