



MD of Opportunity No. 17  
Box 60  
2077 Mistassiniy Road North  
Wabasca, Alberta T0G 2K0

**MD of Opportunity No. 17  
REQUEST FOR PROPOSAL  
Wabasca Downtown Commercial  
Development  
January 2012  
RFP# 01-2012**

**Proposal Closing Time:  
Monday, February 13, 2012  
2:01PM Local Time**

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## 1.0 INVITATION TO SUBMIT PROPOSAL

Your organization is hereby invited to submit a proposal for commercial development within downtown Wabasca, as set out in this Request for Proposal documentation.

**Request for Proposal:**

**Description:**

**The complete development plan and business plan for the area of land within downtown Wabasca which is available for sale (Lots 1-4, Block 1, Plan 062-0933) each lot approximately 1.07 acres in area. Attached to this RFP are the Wabasca Downtown Development Concept Plan and the Wabasca Downtown Development Guidelines in which all proposals must conform too. Development plans must include a timeline for construction as land sold by the Municipal District must be fully developed within a 3 year period as per the Land Development and Sale Policy (L.1.)**

1.1 Date Issued: January 3, 2012

**Closing Date: February 13, 2012**

**Closing Time: 2:01 pm local time**

1.2 Public Opening (contractors / individuals): Yes

**Please indicate Request for Proposal Number and description on all correspondence.**

This Request for Proposal does not commit the Municipal District of Opportunity no. 17 to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at a meeting with Municipal staff.

## 2.0 INSTRUCTION TO PROPONENTS

### 2.1 Inquiries

Refer all proposal inquiries to the Lands & Planning Department, by facsimile at 780-891-4283 or email at [chad@mdopportunity.ab.ca](mailto:chad@mdopportunity.ab.ca) all written inquiries and the replies thereto will be copied to all proponents.

### 2.2 Proposal Return

Request for Proposal submissions shall be sealed and enclosed in envelopes or containers marked with the Request for Proposal number and addressed to:

Municipal District of Opportunity no. 17  
2077 Mistassiniy Road  
Box 60  
Wabasca, AB T0G 2K0  
Attention: Lands & Planning Department

Proposals must be received at the front reception desk of the Municipal District of Opportunity no. 17 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 accepted for consideration.

Faxed bids **will not** be accepted nor considered. Any bids that are received via facsimile will be returned by mail to the proponent.

The Municipal District of Opportunity no. 17 is not responsible for the timeliness of documents delivered nor will the Municipal District of Opportunity no. 17 accept any proposal delivered to a location other than the Reception Desk at the above-specified address.

### **2.3 Proposal Format**

Proponent's submission must be prepared in the same format in which this RFP has been prepared, to allow the Municipal district of Opportunity no. 17 to make direct comparisons between proponent's bids. This requirement applies, in particular, to this section – proposal format.

#### **1. Letter of Transmittal**

A Letter of Transmittal or covering letter, dated and signed by an official authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the vendor.

#### **2. Executive Summary**

An Executive Summary, touching on pertinent points in the proposal you wish to highlight.

#### **3. Corporate Profile**

A brief corporate profile which will cover the organization's history, philosophy, office location, and previous projects.

#### **4. Scope / Timeframe / Budget (cost)**

The Proponent shall include a detailed description of the scope of work capabilities, the timeframe for the completion of the proposed development, and the costs.

