



Request for Proposal

RFP – 2025-REC-001

Lease of Multi-Purpose Room “B” Scott Seaman Sports Rink

Submission Package

Date of Issue: September 19, 2025

Submission Deadline: October 10, 2025, at 14:00 hours (2:00 PM) local time

Request for Proposal:

Foothills County is seeking submissions from Proponents to lease Multi-Purpose Room “B” in the Scott Seaman Sports Rink. The facility is owned and operated by Foothills County and is in Foothills County.

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1.Introduction

Foothills County is seeking submissions from Proponents to lease Multi-Purpose Room “B”, being approximately 3000 sq. /ft. on the main floor of the Scott Seaman Sports Rink.

Scott Seaman Sports Rink is a state-of-the-art recreation facility managed and operated by Foothills County located between Heritage Heights and St. Francis of Assisi schools in Foothills County. The facility includes one regulation ice surface with seating for over 200 spectators, 2 multi-purpose rooms, and a 175-meter walking track, a concession/commercial kitchen, and the proposed space for lease. The facility serves as a centerpiece for the local community, recreation, and sporting events.

As a result of the importance and profile of this facility, Foothills County believes it is critical to identify and retain an experienced, reliable, and reputable operator to provide services within the facility. Foothills County wishes to ensure that all visitors to the facility are offered a positive experience in terms of the services offered.

2.Definitions

- 2.1 “The County” shall refer to Foothills County.
- 2.2 “Facility Manager” shall refer to the Scott Seaman Sports Rink Facility Manager.
- 2.3 “Operator” shall refer to the successful proponent who is awarded the contract for the leased space.
- 2.4 “Facility”, “SSSR” collectively defined as the Scott Seaman Sports Rink located at:
20, 32156 Highway 552 E, Foothills County
- 2.5 “Proponent” shall refer to any firm, individual or group of firms who submit a proposal to the County for consideration.
- 2.6 “RFP” shall refer to this Request for Proposal document.

3.The Proposal

3.1 Overview:

The objective of this RFP is to identify a Proponent to organize and operate a commercial business which would be offered within the Facility, out of Multi-Purpose Room “B”. The Proponent is expected to manage all operations related to the business proposed for the leased space.

3.2 Proposed Hours of Operation:

The Proponent is required to submit a proposed schedule for the regular hours of operation for the business. It is anticipated that the Proponent will work with the County to confirm hours of operation and plan in advance for all special events.

4. Lease

The successful Proponent will be required to sign a lease with the County to operate a commercial activity in multi-Purpose room “B” in the Facility. The lease shall constitute an agreement with conditions and terms for the operation of approved commercial activity and delivery of services within SSSR.

4.1 Term:

The County desires to retain a Proponent who will deliver a consistently high standard of commercial services to users of SSSR for one year. An evaluation will be conducted at the conclusion of the term to gauge interest for additional term.

4.2 Lease Agreement Proposal:

The lease fee for the operation of the commercial area will be based on a commercially competitive lease rate for space. Proponents are required to submit a proposed lease fee for the space. This fee is to be paid monthly to the County. The leased space will not be metered separately from the building and all utilities and common area cleaning are the responsibility of the Facility.

5. Submission and Content Requirements

- 5.1 Proponents shall include in their proposal submission a schedule for their anticipated hours of operation. This schedule may be amended as mutually agreed to by the Proponent and the County.
- 5.2 Proponents shall submit a proposed list of services that they expect to offer in the Facility. If the Proponent desires to open an alternate related business a list of all services provided shall be submitted for approval.
- 5.3 The proposal must include if applicable the Proponent’s credentials and documentation of successful experience in past contracts and business activity related to this submission.
- 5.4 All proposals are to be in PDF format and submitted not later than **14:00 hours (2:00 PM) local time on Friday, October 10, 2025** by email to Sean Murphy, Scott Seaman Sports Rink Manager of Arena Operations at sean.murphy@FoothillsCountyAB.ca

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- 5.5 Telegraphic/telex/facsimile/ submissions shall not be considered.
- 5.6 Late submissions will not be accepted.

6. Inquiries

All Inquiries relating to this RFP shall be directed to Sean Murphy, Scott Seaman Sports Rink

Manager of Arena Operations, Foothills County by email to
Sean.Murphy@FoothillsCountyAB.ca

7.Evaluation Criteria

The following evaluation criteria shall be used to select the preferred Proponent:

Criteria:

Point Value (100 Total)

Overall use of the Space /10

Appropriateness of Lease Philosophy /15

References /15

Experience /15

Overall Benefits to the Foothills Community /40

Completeness and Quality of Response /5

Total: /100

8. Additional Proposal Information

8.1 *Withdrawal of Proposals:*

- 8.1.1 Proposals may be withdrawn at the written request of the Proponent any time before the time of awarding.

8.2 *Proposal Changes and Amendments:*

- 8.2.1 The County may issue an addenda and/or clarification to the RFP as necessary and will post on the County website www.FoothillsCountyAB.ca on the Tenders and Contracts page.

- 8.4.2 The closing date may be extended to allow for a suitable number of proposal preparation days between the closing and the issuance of any addenda and will be posted on the County website www.FoothillsCountyAB.ca on the Tenders and Contracts page.

8.3 *Proponent Expenses:*

- 8.3.1 Proponents are solely responsible for their own expenses in preparing, delivering, or presenting a proposal and for subsequent negotiations with the County, if any.
- 8.3.2 The County, their officers, directors, employees, and agents shall not be liable in any circumstances whatsoever for any costs or damage arising directly or indirectly in connection with the preparation, submission, or evaluation of the proposal.

- 8.3.3 By submitting a proposal, the Proponent acknowledges and agrees that they shall have no claim against the County, its officers, directors, employees or agents for any costs or damage, and absolutely waives any right or cause of action by reason of the failure to accept this proposal, whether such right or cause of action arises in contract, negligence, bad faith or otherwise.

8.4 *Validity of Proposal Conditions:*

- 8.4.1 The terms and conditions of the proposal and any properly submitted amendments by Proponents are to remain firm for 60 days from the closing date.

8.5 *Principal Contact:*

- 8.5.1 Each proposal should include the authorized contact information, name, and title of one individual who may be contacted in the event further clarification of the proposal is required. See Schedule "A"

8.6 *Rejection or Acceptance of Proposals:*

- 8.6.1 The County reserves the right to accept or reject any or all proposals and not accept any proposal that is not in its best interests.
- 8.6.2 The County shall have the unfettered right to reject any or all proposals; and to award the lease to whomsoever the County, in its sole, absolute, and unfettered discretion, deems appropriate, whether that proposal complies with the requirements of the RFP documents or not.
- 8.6.3 Without limiting the generality of the foregoing, the County shall have the right, in its sole, absolute, and unfettered discretion, to accept or reject any proposal that does not completely comply with the terms of this RFP document, including proposals that:
 - 8.6.3.1 are ambiguous or incomplete,
 - 8.6.3.2 contain interlineations, exceptions, exclusions, or variations,
- 8.6.4 Should the County not receive any proposals that it, in its sole, absolute and unfettered discretion, deems satisfactory, they shall have the right to cancel this RFP call and may issue a new RFP on terms the same or different from this RFP.

8.7 *Confidentiality:*

- 8.7.1 Whereas the County has requested proposals rather than specific tender documents, it shall endeavor to keep specific details of each submission confidential where possible.

- 8.7.2 The confidentiality agreement will not be enforced where it is contrary to any legislative requirements for disclosure.

8.8 *Interviews and Final Selection:*

- 8.8.1 The County may request oral presentations or discussion with any or all Proponents for the purpose of clarification or to amplify the materials presented in any part of the proposal.
- 8.8.2 Proponents are cautioned that the County is not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Proponent.

8.9 *Headings:*

- 8.9.1 Headings in this RFP and any subsequent contract are for convenience only and shall have no binding force or effect.

8.10 *Materials Return:*

- 8.10.1 All submissions become the property of the County; however, if the Proponent requires the return of proprietary materials, please separate them from the main submission and request their return.

SCHEDULE "A"

References:

Work Reference (company)	Contact Name (person)	Phone Number and email address	Work Performed

Subcontractors that may be used in the provision of the proposed commercial activity:

Subcontractor	Contact Name (person)	Phone Number and email address	Work Performed

Proponent - Authorized Contact Information:

Business Name

Contact Name

Contact Position

Contact Phone Number(s)

Contact email

Contact Mailing Address

AUTHORIZED SIGNATURE

DATE:

For additional information or clarification on these items listed above, contact Sean Murphy,
Scott Seaman Sports Rink Manager of Arena Operations at
Sean.Murphy@FoothillsCountyAB.ca

The personal information collected under Section 33c of the FOIP Act will be used in regards to this schedule. If you have any questions
please contact Foothills County @ 403 652 2341