



**REQUEST FOR PROPOSAL  
COMMERCIAL PROPERTY  
RFP 002-2026**

**617 & 627 Traverse Rd (former Amber Auto Service)  
Ste. Anne, MB R5H 1B8**

**ISSUE DATE:  
April 15, 2026**

**SUBMISSION DEADLINE:  
June 12, 2026; 2:00 p.m. CDT**

Proposals must be enclosed in a sealed envelope bearing the proponent's return address and the heading, "Request for Proposal, 617 & 627 Traverse Rd." on the face of the envelope. The envelope should be addressed to:

Town of Ste. Anne  
& Ste. Anne CDC  
Attn: Phil Dupuis, EDO  
14 Centrale Ave.  
Ste. Anne, Manitoba  
R5H 1B8

## **Background**

Town of Ste. Anne and the Ste. Anne CDC own the parcels of land shown on the enclosed drawing as APPENDIX 1.

The Council of the Town of Ste. Anne and the Ste. Anne CDC are interested in seeing the development of this commercial property and are issuing this request for proposal.

## **REQUEST FOR PROPOSAL**

### **Terms of Reference**

To prepare a proposal for the development of commercial property at the sites shown on the enclosed drawing.

### **Project Summary**

The Town of Ste Anne and the Ste. Anne CDC are seeking the development of the commercial properties at the sites identified on the enclosed drawing, and will either sell the property, lease the property or contract with the proponent to maintain the property to a proponent that submits a suitable proposal.

**The designs shown in APPENDIX 3-6 (renderings) and APPENDIX 7 (site plan) are given as examples and reflects the desired development of the council of the Town of Ste Anne and the Ste Anne CDC. Preference will be given to the plans and renderings attached within the RFP.**

**Alterations and new designs may be entertained. Please include appropriate site plans and renderings with proposal in addition to conditions listed below.**

To this end, the proponent will be required to prepare a document outlining the following:

1. a description of what design would be made, what would be constructed, including overall size of the building or buildings, type of construction, etc.;
2. a rough site plan with dimensions showing the placement of any building or buildings and required accesses;
3. what the Town of Ste Anne and the Ste Anne CDC would be paid for the properties if applicable;
4. the possible new use as for the development;
5. the economic benefits or other benefits for the Town of Ste. Anne;
6. timelines outlining when the project would be started and completed.

The proponent will be responsible for ensuring the proposal complies with all zoning requirements. Zoning requirements are outlined in the Town of Ste. Anne Zoning By-law No. 8-2020. Zoning By-law 8-2020 is available on the Town of Ste. Anne website at [www.steannemb.ca](http://www.steannemb.ca).

Prior to final acceptance of any RFP, the proponent will be required to provide an itemized design that meets with the Town's approval, and will be required to enter into a development agreement with the Town.

## **Property Details**

### **Lot Information**

#### **Lot 1:**

Address: 627 Traverse Rd

Owner: Town of Ste Anne

Dimensions: 150.0 ft wide x 199.0 ft deep

Square footage: 29,845 ft<sup>2</sup>

Zoned: Commercial Highway

The northern lot located adjacent to La Verendrye Ave.

The lot has Hydro and sanitary sewer available. There is no community water, a well will be required. A shared well with 617 Traverse Rd could be considered

#### **Lot 2:**

Address: 617 Traverse Rd

Owner: Ste Anne CDC (Community Development Corporation)

Dimensions: 180.0 ft wide x 199.00 ft deep

Square footage: 35,814 ft<sup>2</sup>

Zoned: Commercial Highway

The southern lot located adjacent to Dawson Rd

The well is located on this lot and has a shared well agreement with the lot located to the west along Dawson Rd, a new well may be required, to be determined based on proposal uses.

The lot has Hydro, MTS and sanitary sewer available.

### **Hydrocarbon Impacted Soil**

Both lots were the former Amber Auto Service center, a Petro Canada gasoline service station, automotive repair facility and car wash. The property was found to have Benzene concentrations that exceed reference guidelines. The properties have not been remediated. **SOLUTION:** Slab-on-grade construction can take place without remediation with proper engineering designs that provide adequate ventilation from under the slab. Consultation with the Contaminated Sites Coordinator from the Province of Manitoba Department of Environment and Climate Change confirmed that with adequate engineering of ventilation under the slab will grant approval of construction on the contaminated sites registry without the high costs of remediation.

For more information, please contact the EDO at the town office or contact the Contaminated Sites Coordinator from the Department of Environment and Climate Change.

### **Value of Land**

True North Appraisal appraised the lot in 2024 before it had been subdivided. The report indicates the value of the lots once they are subdivided and remediated.

The plan to build slab on grade allows the construction to take place while alleviating impacted soil remediation.

Total value of the lots combined was appraised at \$432,000 subdivided and remediated.

Lot 1 – \$196,000

Lot 2 - \$236,000

The lots have since been subdivided but not remediated.

### **Additional Information**

According to the subdivision application, the entrance to the lot on the south side of Lot 2 to Dawson Rd must be removed. A new shared approach must be added on the East side of the lots on Traverse Rd.

## **Design Details**

The designs reflect what the council of the Town of Ste. Anne and the Ste. Anne CDC would like to see built on these properties. The building designed for 627 Traverse Rd has a strong possibility of getting an anchor tenant. The anchor tenant will cover tenant improvements.

Please refer to APPENDIX 7 – Site Plan for the layout.

APPENDIX 7 – Site Plan is not an engineered design.

Details to make note of:

- Shared access on Traverse Rd
- Access on La Verendrye is moved over to the west
- Restaurant is not at corner of Traverse and Dawson so that additional parking from 627 Traverse parking would be closer for shared parking
- Mall backs on to the west side of the property
- Sidewalk access from the corner of Traverse Rd and Dawson Rd
- Sidewalk access to mall for those parking along Dawson Rd
- Anchor Tenant will require the dead-end drive behind their building for their needs
- Anchor tenant requires 3500 sq ft

## **PROPOSAL REQUIREMENTS**

### **Instructions to Proponents**

#### **Submission Address and Deadline**

Proponents must submit two hard copies of their proposal addressed as follows:

Town of Ste. Anne  
14 Centrale Ave  
Ste. Anne, Manitoba  
R5H 1B8

“Request For Proposal, 617 & 627 Traverse Rd”

Proposals submitted by facsimile transmission (fax) or electronic mail (e-mail) will not be accepted.

Proposals must be submitted in a sealed envelope and delivered personally, by mail, or by courier to the above-noted address. The envelope should be clearly marked with the proponent’s name and return address.

The appropriate signing officer(s) for the proponent must sign the proposal. Once submitted, the proposal becomes the property of Town of Ste. Anne.

It is the sole responsibility of the proponent to ensure the proposal is received at the designated location prior to the submission deadline.

## **Proposal Inquiries**

Proponents are solely responsible for obtaining all information that may be necessary to understand the requirements of this RFP and submit a proposal in accordance with the terms of this RFP. No allowance will be made for the failure of a proponent to obtain such information, or to make such required investigations.

Inquiries related to the RFP should be submitted in writing by letter or by email and must be received at least five days prior to the submission deadline.

Written inquiries are to be directed to:

EDO  
Town of Ste. Anne  
14 Centrale Ave  
Ste. Anne, Manitoba  
R5H 1B8  
Fax No: (204) 422-5459  
E-mail: edo@steanne.ca

Should the Town determine that an inquiry would be of interest to all proponents, it will be communicated to all proponents. The source of the inquiry will be kept confidential.

Proposals must be received no later than 2:00 p.m. CDT on June 12th, 2026 at the address indicated above. **Proposals received after the submission deadline will not be accepted and will be returned to the proponent unopened.**

## **Proposal Format**

Proponents must submit their proposal, clearly outlining the approach they would take to meeting the requirements of this RFP. Particular emphasis should be placed on addressing the key issues as identified earlier in this document.

Simplicity and clarity of responses are vitally important. Failure to respond to any of the critical components of the RFP will result in rejection of the proposal.

Proposals should be written in clear, succinct language and allow easy retrieval of information and understanding of the proposal for evaluation purposes.

## **Proposal Content**

In addition to addressing the critical components of this RFP, proponents will be expected to include the following:

## **Letter of Introduction**

On one page the proponent will introduce the proponent and state their intent to provide the services as described in their proposal.

## **Other**

Proponents should include any additional data that, together with the foregoing comments and information, will provide a thorough understanding of the proponent and their proposal. This should include advising of similar work the proponent has done including all work completed for the Town of Ste. Anne within the last ten years.

## **Proposal Conditions**

By submitting a proposal, proponents agree that the proposal or any part of the proposal is subject to the following conditions, in addition to any other terms or conditions set out in this RFP:

## **Disqualification**

No proposal will be considered that is:

- Received after the submission deadline;
- From a proponent where, at the discretion of the Town, a conflict of interest exists; or
- In any way conditional, or that proposes to impose conditions on the client that are inconsistent with the requirements of this RFP and the terms and conditions stipulated herein.

## **Right of Rejection**

The submission of a proposal, the receipt of a proposal and the opening of a proposal, or any one of the preceding actions, does not constitute acceptance of a proposal.

A proposal is not and must not be deemed in any way to be a unilateral agreement. It is simply an offer by the proponent to carry out the provisions set out in this RFP. A proposal may be accepted or rejected by the Town of Ste. Anne and Ste. Anne CDC solely at its discretion.

## **Right to Reissue RFP**

The Town of Ste. Anne and Ste. Anne CDC reserve the right to reissue the RFP, where, in its opinion, none of the proposals submitted in response to the RFP warrant acceptance or where it could be in the best interest of the issuers to do so.

## **Cost of Proposal**

Cost incurred in the preparation, presentation and submission of a proposal must be borne entirely by the proponent.

Upon acceptance of a proposal, the proponent will be responsible for all required engineering and cost associated with connection to town utilities and land drainage as per Zoning Bylaw 8-2020.

## **Amendment or Withdrawal of Proposal**

A proponent may amend its proposal before the submission deadline by submitting an amendment, which clearly identifies the change, or by submitting a new proposal that clearly indicates that it is intended to replace the proposal previously submitted by the proponent.

All notices to amend or withdraw a proposal must be submitted in writing to the address listed on the cover page of this RFP. All amendments or letters of withdraw must be submitted on the proponent's letterhead and duly signed by the proponent or its authorized representative.

**The proponent is solely responsible when submitting an amendment or a request to withdraw a proposal to ensure that the Issuers receive the submission prior to the deadline date.**

## **Period of Validity**

A proposal may not be revoked after the submission deadline and will remain open for intent to accept for 60 days after the submission deadline.

## **Decision of Evaluation Committee**

The Members of Council and Ste. Anne CDC reserve the authority to determine the degree to which a proposal meets the criteria as set out in this RFP. The Issuer's decision is absolute and may not be appealed by a proponent.

See APPENDIX 2 for additional details on the evaluation selection.

## **Timelines**

The following dates are targets only and are subject to change by the Town of Ste. Anne.

<u>Activity</u>	<u>Tentative Date</u>
Release of Request for Proposal -	April 15, 2026
Last Date to Submit Inquiries -	June 5, 2026
Closing Date for Proposal -	June 12, 2026
Proposal Review and Evaluation -	June 19, 2026
Notice of Intent to Award (subject to final plans being submitted and approved) -	June 29, 2026
Notice of Award (if applicable) -	June 29, 2026

**APPENDIX 1 – Subdivision**

**Lot 1 – Plan 75205 WLTO in RL 53 Parish of Ste Anne (Town of Ste Anne)**

**Lot 2 – Plan 75205 WLTO in RL 53 Parish of Ste Anne (Ste Anne CDC)**

METRIC



RIVER LOT 53  
PARISH

SS PLAN OF NO 3626  
PLAN NO 8193  
LA VERENDRYE  
INSTRUMENT NO 4485697/1

STE ANNE  
RIVER LOT 54

AVENUE

AVENUE

PART RIVER LOT 53

PLAN NO 22277

PLAN NO 8973

PUBLIC ROAD  
PLAN NO 1192

DAWSON

SS PLAN NO 3626

ROAD

INSTRUMENT NO 4485697/1  
TRAVERSE  
PLAN NO 5407

CHEMIN

ROAD

120.364 to 0.10' at  
NE corner Lot 67, SS Plan No 3627

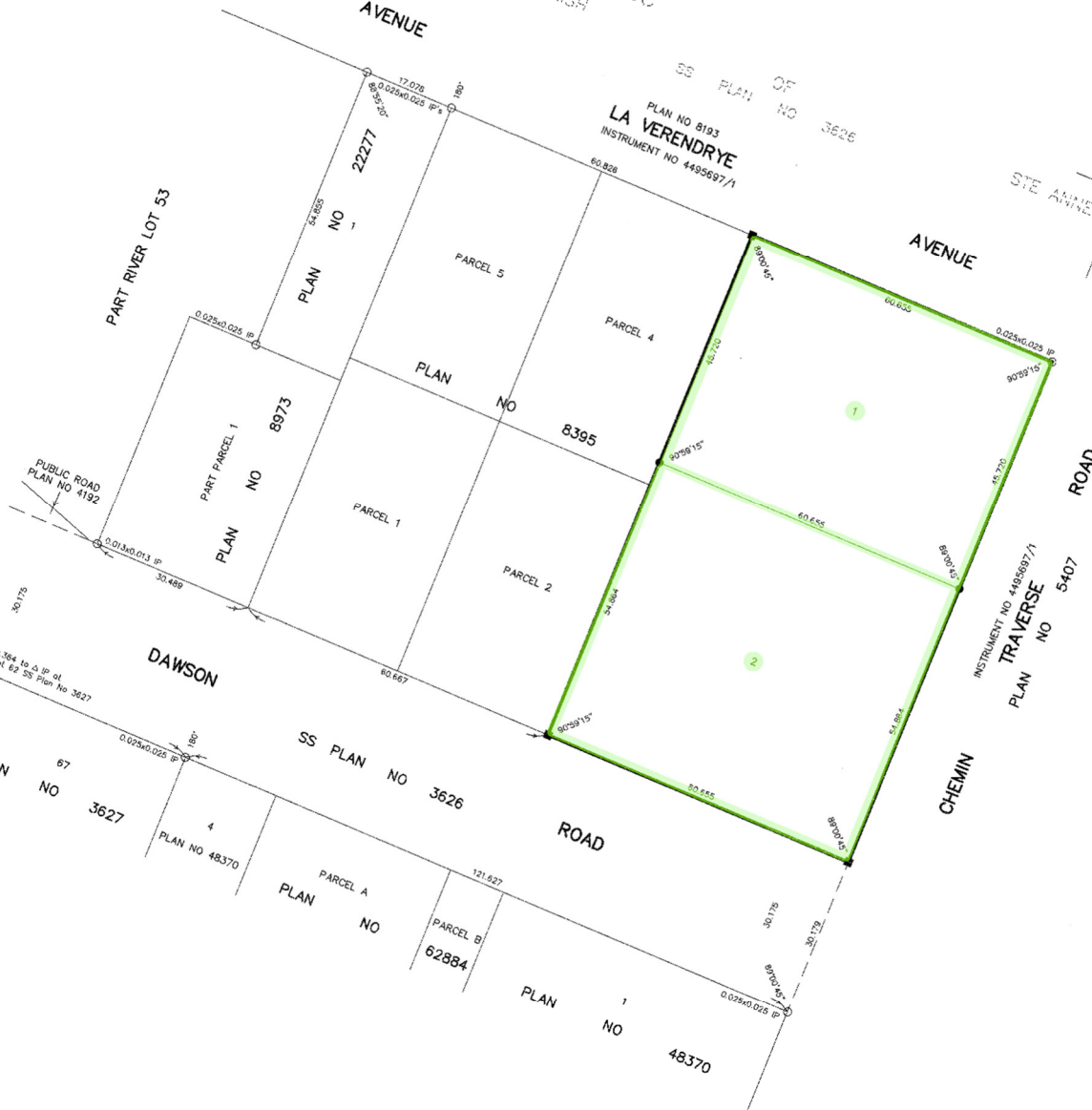
SS PLAN NO 67  
3627

PLAN NO 48370

PARCEL A  
PLAN NO 62884

PARCEL B  
62884

PLAN NO 1  
48370



## **APPENDIX 2 – Proposal Evaluation**

# PROPOSAL EVALUATION

## Proposal Evaluation and Selection

### Evaluation Process

The RFP evaluation process is a selection procedure. It will be finalized through the following steps:

- (1) Proponents to submit proposals in response to RFP.
- (2) The Town of Ste Anne administration will review and evaluate proposals ensuring
  - Proposals meet all the mandatory requirements to proceed with the evaluation process, and
  - Proposals are evaluated.
- (3) The Town of Ste Anne administration will recommend proposals or a part of proposals to the Ste. Anne CDC.
- (4) Ste. Anne CDC will recommend proposals or a part of proposals to the Town Council.
- (5) The Town Council and the Ste Anne CDC will decide to accept or reject a proposal or a part of a proposal.
- (6) Proponents will be contacted

**APPENDIX 3 – Renderings  
Site Views**





## **APPENDIX 4 - Mail**



## **APPENDIX 5 - Restaurant**



## **APPENDIX 6 – Anchor Tenant**



## **APPENDIX 7 – Site Plan**



1 SITE PLAN - OPTION 6  
 A1.0 SCALE: 1/8" = 1'-0"  
 NORTH

TOTAL LEASABLE 12,080 SF.  
 TOTAL PARKING 70

LA VERANDRYE AVE

TRAVERSE ROAD

DAWSON ROAD

SEAL

No.	Date	Revision
1.0	NOV 8 2025	PRELIMINARY PLAN
2.0	NOV 29 2025	PRELIMINARY PLAN FOR REVIEW
3.0	DEC 8 2025	PRELIMINARY PLAN FOR REVIEW

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CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AT JOB SITE.

CONSULTANT



NICK DUPUS DRAFTING

PROJECT  
 LAND DEVELOPMENT  
 617 TRAVERSE ROAD  
 STE. ANNE, MANITOBA

DO NOT SCALE DRAWINGS  
 ALL DIMENSIONS ARE TO BE CHECKED  
 VERIFIED ON JOB. CONTRACTOR  
 SHALL NOT SCALE DRAWINGS. NOTIFY  
 CONSULTANTS OF ANY DISCREPANCIES.

DRAWN BY: ND  
 DATE: NOV 2025  
 SHEET 01 OF 01  
 SHEET NO.

A1.0  
 SITE PLAN  
 OPTION 6