



**Town of Kentville**

**#2017-03-24**

## **REQUEST FOR PROPOSALS**

Commercial Tenants:

36 Cornwallis Street

2 Webster Street

**Closing date and time:**

April 20, 2017 2:00pm

**Contact:**

Lindsay Young

Community & Economic Development

Phone: 902-679-2549

Email: [lyoung@kentville.ca](mailto:lyoung@kentville.ca)

## **1. CLIENT AND PROJECT OVERVIEW**

### **a. Background and overview**

Kentville is located one hour west of Halifax in the centre of the beautiful Annapolis Valley, most notably known perhaps as a premier recreational destination and the home to many popular festivals and signature events, including the Annapolis Valley Apple Blossom Festival.

The Town of Kentville was gifted a prominent and centrally located commercial building in downtown Kentville. The Town is seeking commercial tenants to occupy two separate commercial spaces within the building. The Town is seeking tenants that will complement the existing mix of businesses located downtown, and will support the overall revitalization of downtown Kentville, and its new community brand promise to be “A Breath of Fresh Air”.

The Town is seeking applicants who will fill identified gaps in the current business mix downtown, add to the overall vibrancy of Kentville, promote increased “people” activity downtown, and foster the future success and sustainability of the building.

Applications for tenancy will be evaluated by a committee made of representatives with interests/expertise in the areas of Community & Economic Development, Business Development, Tourism, Planning, and Destination Development.

## **2. REQUEST FOR PROPOSAL**

The Town of Kentville seeks proposals from businesses, groups, organizations or individuals, for tenancy in the Calkin Building. Preference will be given to tenants who will aim to make an impression and instill a sense of pride of place within the building itself, and within the Town of Kentville’s Downtown district.

There are 2 separate spaces available for lease under this RFP. Applicants should clearly identify which space they are applying for in their proposals.

Spaces available include “Section #1” and/or “Section #3” as described below.

### **Main Floor Section # 1**

Commercial space for lease

Approx. 1000 square feet

Formerly used as a Café

Leasehold improvements required: medium, tenant specific, accessibility.

Recommended use: Commercial lease with priority placed on retail or food service operations.

Rental Rate: \$9.75/sq. ft.

Monthly Rent: \$812.50

Yearly Rent: \$9,750.00

Town will provide heating/cooling, tenants responsible for all other utilities (water/sewer, electricity)

Term: TBD during application evaluation stage (applicants, please provide a suggested term within application)

### **Main Floor Section #3**

Approx. 1024 square feet + a back staff/storage room

Formerly used as commercial office space, retail store, lending office

Leasehold improvements required: minimal (paint, lighting, cleaning)

Recommended use: Commercial lease with priority placed on retail or cultural use. Priority for this space will be given to applicants demonstrating an emphasis on arts and culture. This is a preference but not an exclusive consideration.

Rental rate: Negotiable based on individual proposals. For-profit and not-for-profit agencies are encouraged to submit proposals for this space.

Town will provide heating, tenants responsible for all other utilities (water/sewer, electricity)

Term: TBD during application evaluation stage (applicants, please provide a suggested term within application)

#### **a. Proposal Submission**

Proposals will be received up to **April 20<sup>th</sup>, 2017 at 2:00 pm** and are to be addressed to the following:

**Lindsay Young, Town of Kentville  
Community & Economic Development  
354 Main Street, Kentville NS B4N 1K6  
or  
lyoung@kentville.ca**

Applicants may submit proposals digitally via email, or in hard copy (or flash drive) to the addresses listed above. Hard copy proposals should be sealed in an envelope and be labeled appropriately.

Late proposals will not be accepted and will be returned unopened. Faxed proposals will not be accepted. Incomplete proposals may be rejected.

The Town of Kentville will proceed with private openings and applicants will be advised of the results after the contract has been awarded.

#### **b. Proposal Acceptance**

The Town of Kentville reserves the right to reject any or all proposals. The Town reserves the right to waive formality, informality or technicality with the acceptance of a proposal for this project. Any proposal not supported by the information requested may be rejected. The Town reserves the right to negotiate with any applicant who has submitted a proposal or with other parties as deemed in the best interests of the Town of Kentville. This Request for Proposals is not to be construed as an offer. The Town of Kentville reserves the right to not proceed with any or all aspects of this project without compensation for expenses to applicants.

#### **c. Proposal Validity**

Proposals shall be valid for acceptance for a period of sixty (60) days from the closing date or such time as may be mutually agreed in writing. The Town of Kentville reserves the right to request an in person follow up meeting prior to final acceptance of any proposal. Proposals will be ranked and top three applicants (for each section) will receive follow up notification.

#### **d. Key Dates**

The following are key target dates from solicitation through to selection:

- **Deadline for RFP response: Thursday April 20<sup>th</sup>, 2017 2:00 pm**
- **Status notification to top 3 respondents: no later than April 26<sup>th</sup>, 2017**

#### **e. Deliverables**

The schedule for successful applicants regarding issues such as lease-hold improvements, occupancy dates, etc. will be determined during lease negotiations between the chosen tenant and the Town.

## **f. Proposal Requirements**

Applicants are required to submit **Appendix A** in addition to a complete proposal as specified in this RFP.

The proposal shall clearly and concisely outline the applicant's plans for usage of the space including the type and scope of the business to be conducted in the space and proposed hours of operation for the space.

Applicants shall list any confirmed or potential partners involved in the proposed use of the space.

Proposal submissions should include:

- an overview of planned activities/services to be delivered from the space
- any documentation/information showing the sustainability of the proposed operation long-term (start-ups may want to include a copy of their business plan for example)
- related expertise/experience of the applicant (applicant competencies)
- size of company (if applicable)
- history and/or brand positioning of your business/company/organization
- Any other information applicants may deem useful to the evaluation committee

### **Contact Person**

All requests for additional information or clarifications regarding this Request for Proposal shall be in writing (letter or email) to the attention of:

Lindsay Young, Community & Economic Development Coordinator

Town of Kentville

354 Main Street, Kentville NS B4N 1K6

[lyoung@kentville.ca](mailto:lyoung@kentville.ca)

902-679-2549

## **GENERAL CONDITIONS**

### **a. Schedule**

The accepted tenants shall contact the Contact Person bi-weekly to provide an update on the progress of the project/schedule of work previous to the determined move-in date.

### **b. Confidentiality**

Information provided by the Town of Kentville will be treated as confidential and will not be disclosed to any third party without the written permission of the Town of Kentville except as necessary to perform the contract.

### **c. Information Collected**

The accepted tenant is advised that all information produced in the course of the contract including but not limited to calculations, design notes, criteria, graphs, figures, maps, drawings is to be considered the property of the Town of Kentville.

## Appendix A

### Proposal Information Sheet

#### 1. Applicant (Company, group, business or organization name):

Contact Person 1:

Mailing Address:

Civic Address:

Telephone: Email:

Contact Person 2:

Mailing Address:

Civic Address:

Telephone: Email:

I am applying for tenancy for:

Section #1

Section #3

#### Please provide 2 references of a business nature:

Reference #1

Name:

Relationship to applicant:

Contact phone number:

Reference #2

Name:

Relationship to applicant:

Contact phone number: