



Town of Kentville

#TOK2018015

REQUEST FOR PROPOSALS

Commercial Tenant – 2 Webster Street

(Calkin Building)

Closing date and time:

January 11th, 2019 2:00pm

Contact:

Lindsay Young

Community & Economic Development

Phone: 902-679-2549

Email: 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 Devil's Half Acre Motorcycle Rally, and the Kentville Harvest Fest.

The Town is seeking a commercial tenant to occupy 980 square feet within the building, with frontage on two prominent downtown streets (Webster and Cornwallis). The Town is seeking a tenant that will complement the existing mix of businesses located downtown and promote the Kentville 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, 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. Preference will be given to those applications featuring a retail or food service component.

a. Proposal Submission

Proposals will be received up to **January 11, 2019 at 2:00pm** and are to be addressed to:

**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 address 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 a short list has been created. Only those applicants who make the short list will be contacted.

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 will receive follow up notification.

d. Key Dates

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

- **Deadline for RFP response: Friday January 11th, 2019 2:00 pm**

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.

Applicants shall list any confirmed or potential partners involved in the venture.

Proposal submissions should include the following:

Applicant Competencies:

An overview of planned activities/services to be delivered in the space along with the following (when applicable):

- related expertise/experience
- size of company
- history and/or brand positioning of your business/company/organization
- references from previous landlords

Proposed Work Plan

Describe challenges and opportunities for your proposed project and how they will be addressed.

GENERAL CONDITIONS

a. 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.

b. Information Collected

The accepted respondent 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 and a reproducible copy and electronic copy of the final design criteria, notes, calculations, reports and drawings shall be turned over to the Town upon completion.

c. Respondent's Responsibility

The accepted respondent shall indemnify and save harmless the Town of Kentville, its officers and employees from and against all claims, demands, losses, damages and costs of any kind based upon injury or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the accepted consultant or their servants in carrying out this contract.

d. Final Approvals

All proposals and negotiations related to future agreements are subject to the final approval of Kentville Town Council.

e. Requests for more information

All requests for additional information or clarifications regarding this Request for Proposals 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

Appendix A

Proposal Information Sheet

(Template)

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: