



**REQUEST FOR PROPOSAL  
for  
SALE & DEVELOPMENT OF TOWN OWNED LAND  
FORMER F.W. ROBINSON PROPERTY  
374 - 376 MAIN STREET, KENTVILLE  
2025-RFP-001**

Proposals will be received by email as follows:

**E-mail:** [lyoung@kentville.ca](mailto:lyoung@kentville.ca)  
**Closing Date:** Friday, September 19, 2025  
**Closing Time:** 2:00 PM local time

Any questions or clarification regarding this Request for Proposal must be submitted, in writing, to: [lyoung@kentville.ca](mailto:lyoung@kentville.ca).

**\* PROPOSALS WILL NOT BE OPENED IN PUBLIC \***

NOTE: Should any potential bidders download this Request for Proposal, it is the Proponent's responsibility to check for Addenda which will be posted on the Provincial website.

## 1 DEFINITIONS

- a. "Best Value" means the value placed upon quality, service, past performance and price.
- b. "Business Day" means a day other than a Saturday, Sunday or statutory holiday
- c. "Claim" means any claim, demand, suit, action, or cause of action, whether arising in contract, tort or otherwise, and all costs and expenses relating thereto;
- d. "Competitive Selection Process" means the overall process for the selection of a Preferred Proponent(s) for the Project including, but not limited to, this RFP stage;
- e. Contact Person means the person identified as such on the cover page of this RFP, or their delegate;
- f. "Contract" means an agreement between the Town and the Successful Proponent.
- g. "Contract Award" means the time when all commercial terms of the Contract have been agreed upon;
- h. "Contract Execution" means the time when the Contract and all other agreements related to the Project have been executed and delivered and all conditions to the effectiveness of the Contract have been satisfied;
- i. "Delivery Address" means the delivery address identified as such on the cover page of this RFP;
- j. "Intellectual Property Rights" has the meaning set out in Section 6.2;
- k. "Key Individuals of a Proponent" means the specific firms and persons, exclusive to the Proponent, filling the following roles (or equivalent) in the Proponent's Proposal;
- l. "Must" "mandatory" or "required" means a requirement that must be met in order for a Proposal to receive consideration.
- m. "Preferred Proponent" means any entity, including the company, firm, consortium of any legal entity selected to negotiate the Project Agreement
- n. "Premises" shall mean building(s) or part of a building with its appurtenances.
- o. "Project" means the provision of complete services for the Development of the Property;
- p. "Project Agreement" means the agreement between the Town and the Proponent to provide all or some of the services;
- q. "Proposal" shall mean the Proponent's submission to the RFP.
- r. "Proponent" means a party submitting a Proposal to this RFP.
- s. "Request for Proposal" (RFP) includes the documents listed in the index of the RFP and any modifications thereof or additions thereto incorporated by addenda before the close of RFP.
- t. "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for RFP.
- u. "Special Conditions" means the special conditions, which are included in the RFP.
- v. "Specifications" means the specifications which are included in the RFP.
- w. "Statement of Requirements" means the functional requirements and specifications for the Services as set out in the Statement of Requirements;
- x. "Subcontractor" includes, inter alia, a person, firm or corporation having a contract with the Successful Proponent for the execution of a part or parts or furnishing to the Successful Proponent materials and/or equipment called for in the RFP.
- y. "Successful Proponent" means the Proponent submitting the most advantageous RFP as determined by the Town.
- z. "Third-Party Intellectual Property Rights" means all Intellectual Property Rights of any Person which is not a member of, or a related party to, a member of the Proponent Team;
- aa. "Town" means Town of Kentville.
- bb. "Town Representative" means the representative or appointee engaged by the Town to supervise the work.
- cc. "Work" means any labour, duty and/or efforts to accomplish the purpose of this project.

## **2 SCOPE OF THE PROPOSAL**

### **2.1 INTRODUCTION**

This document outlines the overall scope of the project, sets out the basic requirements for the Proposal document and provides the evaluation criteria to be used as the basis for selecting the successful Proponent. The objectives of the RFP are to evaluate the Proponent's experience, technical expertise, project methodology, schedule, and intent for the Property.

### **2.2 BACKGROUND**

Town of Kentville (Town) owns a parcel of property it would like to see developed. The Town invites development firms to submit a proposal to develop the site at 374-376 Main Street, Kentville.

In 1950, the property was the F.W. Robinson building and operated as a car dealership. It has housed many different businesses over the years, including a lounge, pizza joint, and residential units. Town of Kentville bought the building and land in August 2016 for \$170,000 and had structural and environmental assessments conducted. Through work carried out by a consulting engineer, it was determined that the building was not structurally sound. After thoroughly exploring ways to potentially save the structure, town council voted in the fall of 2017 to have it demolished. A contract for the demolition work was awarded at a price of \$250,000 and this included the cost of hazardous material removal and abatement process. This work was completed in February 2018. After the demolition, the below-ground level was infilled. The sub-surface exterior concrete walls were left intact to mitigate the possibility of neighbouring properties being destabilized.

The Town currently has approximately \$500,000 invested in the property.

### **2.3 SITE OVERVIEW**

The property is in Kentville; a growing town located in the centre of the beautiful Annapolis Valley in Nova Scotia. Located just 100 kms west of Halifax, Nova Scotia's capital, the prominent downtown corner lot is situated in the heart of downtown Kentville, surrounded by nearly 100 businesses and hundreds of residential homes and apartments. Area residents enjoy an urban lifestyle with many conveniences in Kentville including dining, shopping, and recreation. Just minutes away, amenities include historic sites, wineries and distilleries, orchards and the highest tides in the world. Kentville is known to have the highest quality recreation facilities outside of Halifax. The Annapolis Valley has traditionally been an agriculture centre with a resource-based economy but is becoming recognized for its many attractions and attributes, contributing to significant growth in commercial and residential sectors. The primary land use in the vicinity of the subject property is commercial with new zoning that allows for more commercial and residential mixed use.

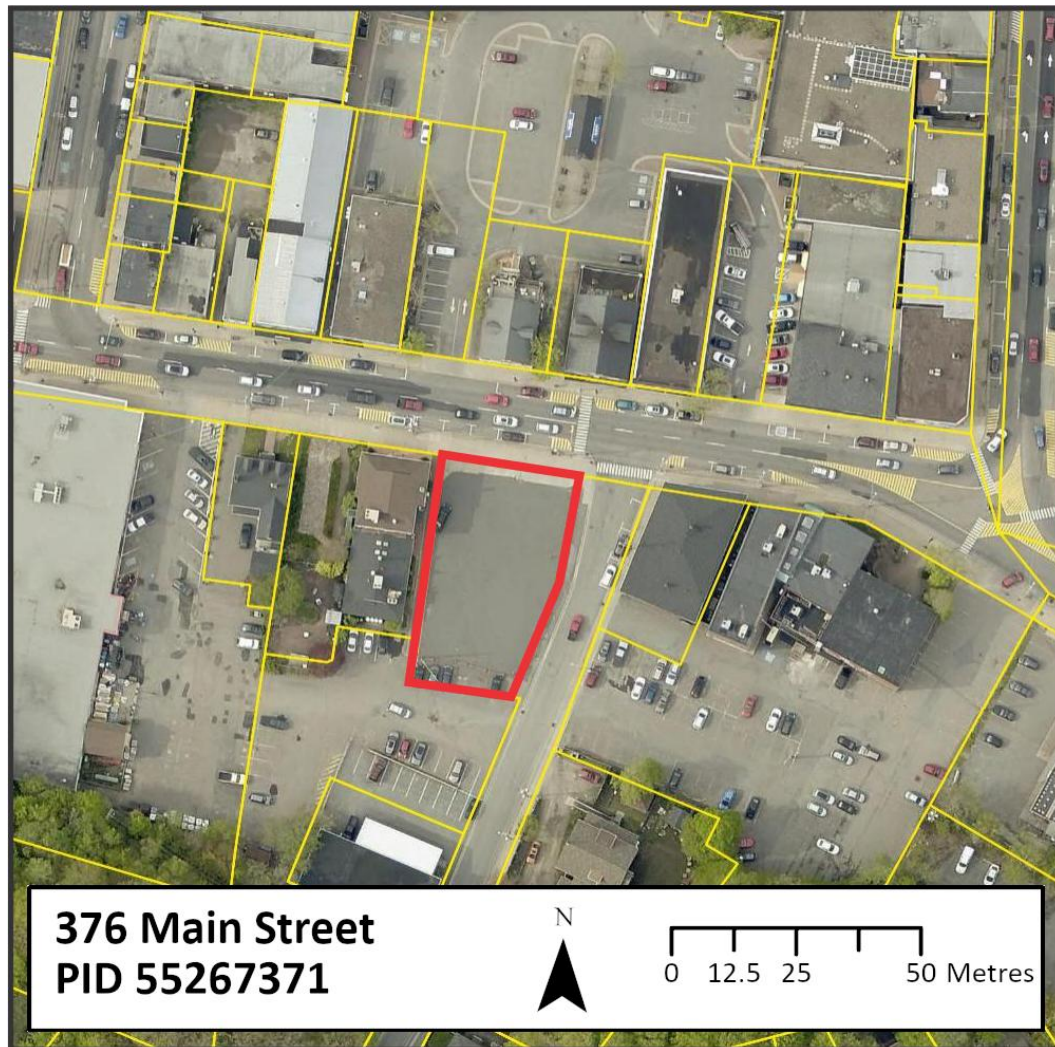
Although the site is currently zoned Commercial (C-1), the Town is amenable to alternative proposals that may match the Best Value for the Town. The property is approximately 91 feet by 150 feet and contains 12,453 square feet (more or less) on the corner of Main Street and Church Avenue in downtown Kentville.

Site servicing for water is off Church Avenue with a 1" copper domestic service and a 6" sprinkler line with a valve in the street that terminates with a cap. It is recommended that a new gravity sewer line be installed by the Proponent to a manhole on Main Street. Should a new building require enhanced water services for its development, for example; a sprinkler system or increased piping sizes, these future development costs would be the responsibility of the Proponent.

## 2.4 ACCESS TO PROPERTY

The subject is located along Nova Scotia Trunk 1. Highway 101 is located approximately 3.65 km southeast of the subject or approximately 11.3 km west of Wolfville along Trunk 1. Highway 101 runs from Bedford to Yarmouth. The subject property has approximately 91 feet of frontage along Highway 1 or Main Street.

## 2.5 LOCATION MAP



## 3 INTENT OF THE RFP / PROPERTY DISPOSAL

The intent of this RFP is to find a Developer who is interested in developing the site to its maximum potential – specifically to increase commercial development in the Town and potentially increase housing to address the housing shortage in the area. This is a prime piece of real estate in the heart of Kentville. The Town prefers to partner with a Developer who has a big picture vision for the site. The Town is keenly aware of the housing shortage in the area. Recent provincial studies have indicated that the Town is predicted to have a housing deficit of 185 units in 2027, and 390 units by 2032, under the current construction pace of 40 new units being built annually within Kentville. Overall population growth was 6% between 2016 and 2021, outpacing provincial growth, with the strongest growth in 25–44-year-olds. These numbers do not include the continuing trend indicating the need for more seniors housing to support aging in place.

In line with this RFP for land disposition, the Town is also currently working to extend water and sewer services on the road known as the Donald E. Hiltz Connector. This is a \$9.8 million infrastructure development project that once completed, and power and road networks built, will open up hundreds of acres of undeveloped land that is expected to increase Kentville's population by 50% over the next 10-15 years.

## **ZONING**

**The property is currently Zoned C1 which allows for the following uses:**

- Existing Automobile Service Stations
- Beverage Rooms/Lounges
- Business and Professional Offices
- Convenience Stores
- Craft-Distilleries
- Dry-Cleaning and Laundry
- Existing Single Unit and Two Unit Dwellings
- Farmers Markets
- Motels
- Homes for Special Care
- Medical Clinics
- Parking Garages/Structures
- Personal Service Shops
- Places of Assembly
- Restaurants
- Service Shops
- Bakery Shops
- Bank and Financial Institutions
- Clubs
- Day Care & Nursery Centres
- Dress Making and Tailoring
- Emergency Services
- Existing Places of Worship
- Gyms and Fitness Centres
- Hotels
- Libraries
- Taxis and Bus Station
- Parks and Playgrounds
- Photography Studios
- Printing Establishments
- Retail
- Multi-Unit Residential Development, where the ground floor building frontage is occupied by commercial use, subject to Section 6.2.4 of the Land Use Bylaw
- Micro-Brewery/Cidery/Winery with an accessory retail use

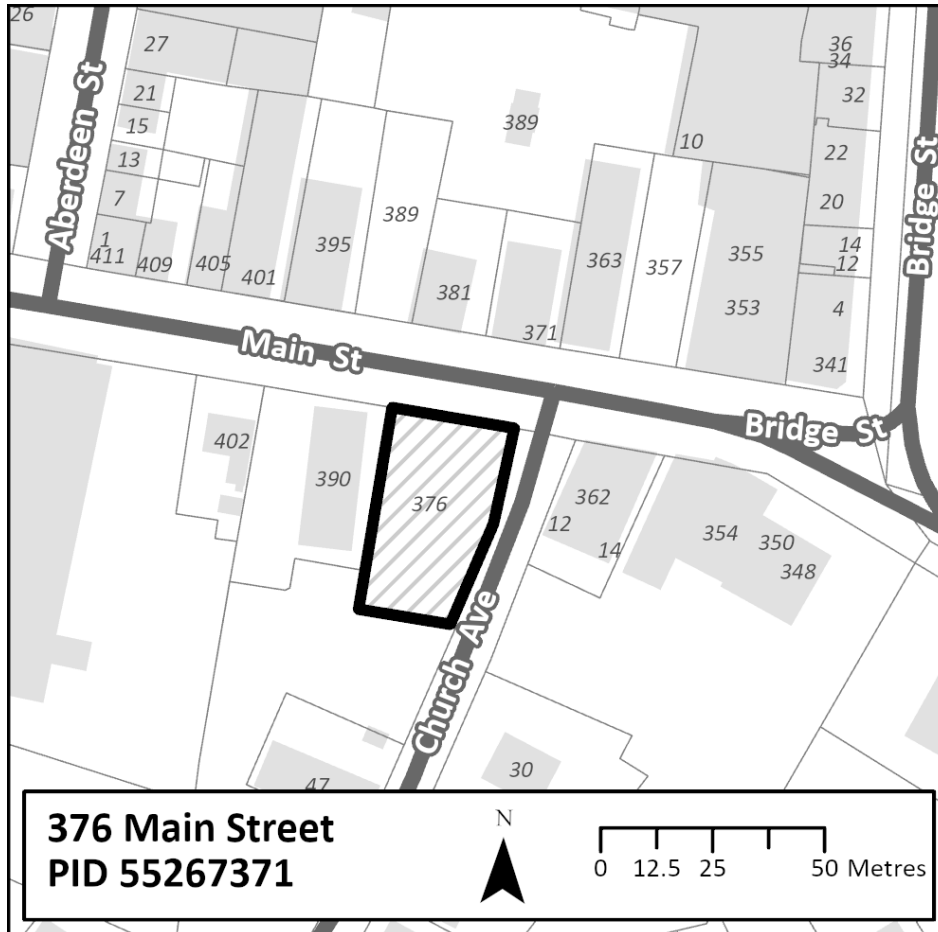
**The following uses shall be permitted within the General Commercial (C1) Zone subject to the requirements of the Land Use By-law:**

- a) Ancillary Dwelling Units subject to Section 5.1.1 of the By-law
- b) Home Based Businesses, in accordance with Section 5.1.2 and 5.1.3 of the By-law
- c) Bed and Breakfast, in accordance Section 5.1.4 of the By-law
- d) Inns, in accordance with Section 5.1.5 of the By-law

Multi-Unit Residential Development over 50 units per acre shall be permitted by Site Plan Approval subject to the requirements of the Bylaw.

Proposals will be evaluated on upfront financial benefits to the Town as well as the quality of the proposed development / timeline / long term financial & non-financial benefits to the Town.

Proponents are encouraged to submit detailed proposals which specify the type of development being proposed, the timelines and the ability of the Proponent as a Developer to fulfill / complete the project.



## 4 SCHEDULE

The RFP will follow the following timelines

Activity	Timeline
RFP issued to Proponents	August 7, 2025
Deadline to request a Commercially Confidential Mtg	August 21, 2025
Commercially confidential meetings with Proponents	August 25, 2025
Last Date for Enquiries	August 28, 2025
Response to Enquiries to all Proponents	September 4, 2025
Closing Time	September 19, 2025
Selection & Announcement of Preferred Proponent to commence negotiations with	September 30, 2025

Commercially confidential meetings will be held in Kentville's Town Hall, adjacent to the subject property.

## 5 RIGHTS OF TOWN, EVALUATION & NEGOTIATION

The issuance of this RFPI constitutes only an invitation to make submissions. It does not commit the Town to enter into any negotiations and/or agreement with any of the Proponents.

The Town is not bound to accept any submissions and may proceed as it, in its sole discretion, determines on receipt of submissions, subject to maintaining confidentiality.

The rights reserved by the Town include the right at any time and for whatever reason and without any liability owed by the Town to any Proponent to:

- a) reject any or all Proposals and to re-advertise or recommence the RFP process, or other process, if it desires, in which case submitted proposals shall be returned or destroyed / disposed of;
- b) sell all, some or none of the Parcel;
- c) hold negotiations with multiple Proponents concurrently and to request additional information or further clarification;
- d) waive any irregularities in any proposal;
- e) accept all or some of the proposals, which in the sole opinion of the Town, is deemed "the most advantageous to the Town";
- f) take no responsibility for the Proponent lacking information or for the accuracy of the information provided in the RFP documents;
- g) take no responsibility for any expense incurred by a Proponent in preparing the proposal;
- h) conduct investigations with respect to the qualifications, capacity and /or experience of the Proponent and its proposed team members affiliates / subcontractors;
- i) require one or more Proponents to supplement, clarify, provide additional information in order for the Town to evaluate any proposal;
- j) reject the Proponent as presented and/or suggest changes to the Proponent's members prior to the execution of any Agreement;
- k) supplement, amend, substitute or otherwise modify any part or all of this RFP including by extending any schedule or period of time;
- l) issue one or more addenda or clarifications to this RFP;
- m) suspend, postpone or cancel this RFP in whole or in part with or without substitution of another RFP or submission process;

This RFP process does not constitute a call for tenders, or any similar process which may be construed as a "Contract A, Contract B" process under Canadian Law. Each Proponent submitting a reply waives any alleged right or claim to bring a legal action against the Town with respect to participating in this RFP process based on such rights or claim.

No representations or warranties are given directly or indirectly by the Town under this RFP process as to the fitness, suitability, environmental condition or any other qualitative nature of the Lands. It is entirely the responsibility of interested parties to conduct their own investigations on these or any other similar matters. An interested party may visit the Lands prior to submitting a reply. Consent is hereby given by the Town to enter the Lands for non-intrusive investigations only, unless otherwise authorized in advance, in writing, by the Town.



Prior to the Closing date of the RFP, and again after all submittals have been received and reviewed by the Town, Commercially Confidential meetings may be held with any / all / some of the Proponents to further explore the intent of the Proponents and to address any questions / concerns from either party.

The Town intends to either enter into direct negotiations with selected / preferred Proponents but also retains the right to proceed with a second Phase RFP process with selected / preferred Proponents if deemed advantageous to the Town.

Formal Negotiations will be initiated when an interested party receives a Letter of Intent from the Town indicating that the Town wishes to enter into negotiations with it. Negotiations will be conducted on a "Good Faith" basis. Negotiations may deal with all issues which are deemed relevant to concluding an Option or other types of final agreements, including without limitation, the information in the proposal (all or any part of which may be incorporated by reference in the negotiations and final agreements); or the establishment of conditions precedents and milestones and the consequences and remedies for not satisfying same. The Town may terminate negotiations upon 7 days' written notice if an Option is not concluded within 3 months of the commencement date of negotiations, unless a continuance is mutually agreed upon.

If a written sale agreement cannot be negotiated within thirty days of notification of the Successful Proponent, the Town may, at its sole discretion at any time, thereafter, terminate negotiations with that Proponent and either negotiate an agreement with the next qualified Proponent or choose to terminate the RFP process and not enter into an agreement with any of the Proponents.

No legally binding obligations related to the eventual acquisition and development of Lands are created until all matters are mutually agreed upon and all legal documents are executed.

The Town will have the right to draft the final agreements unless otherwise negotiated.

## **6 RFP GENERAL INFORMATION AND REQUIREMENTS**

### **6.1 CONFIDENTIALITY**

All documents, information, and material developed by the Proponent shall be treated in accordance with the FOIPOP provisions of the *Municipal Government Act*. Proponents are advised that any information provided by the Town as well as the information shared during the negotiations, all subject to any statutory limits is to be treated as confidential. Written Confidentiality Agreements will be executed prior to any formal negotiations commencing.

### **6.2 ONE RESPONSE**

Proponents may not submit more than one Proposal.

### **6.3 WITHDRAWAL OR QUALIFYING OF FINANCIAL PROPOSALS**

Proponents making Submissions waive any right to withdraw or modify it, except as follows. Proposals may be withdrawn by written or emailed notice received at the address for submission delivery prior to the exact hour and date specified for the Submission receipt. If the Proponent chooses to provide such written notice by email, the Town will not be responsible or liable for errors or delay in the email transmission. A Proposal may also be withdrawn in person by a Proponent or its authorized representative, provided the person's identity is established and he or she signs a receipt for the Proposal, but only if the withdrawal is made prior to the exact hour and date set for submission receipt.

A Proposal may only be modified by a new sealed submission of a sealed modification which complies with the requirements of the RFP

Prior to the Closing Date, the Town may modify any provision or part of the RFP at any time upon notice in writing to the Proponents, if a reasonable time is allowed by the Town for the Proponents to respond to such modifications including, without limitation, the opportunity to make any necessary revisions to their respective Submissions.

### **6.4 NO LIABILITY**

The Town, its Council, management, employees, consultants and agents accept no liability for any costs, expenses, damages or otherwise of any Proponent for the Submission in response to this RFP.

The Town, its Council, management, employees, consultants and agents accept no liability for any costs, expenses, damages or otherwise of any Proponent in the event the successful Proponent selected fails to comply with any terms, conditions or requirements of the RFP, any addenda to the RFP or the Option Agreement through or by any action or non-action of any kind whatsoever alleged to be the responsibility of the Town.

The Proponent shall indemnify, hold harmless and defend the Town, their agents, representatives and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings of every nature and kind whatsoever, provided that any such claim is caused in whole or in part by the negligent act or omission of the Proponent, any subcontractor, supplier, licensee, anyone directly or indirectly employed by any one of them or anyone for whose acts any of them is liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

## **6.5 COSTS AND EXPENSES OF THE PROPONENT**

The Town accepts no liability for any costs or expenses incurred by the Proponent in responding to this RFP, responses to clarification requests and re-submittals, potential meetings, tours and interviews, subsequent negotiations, or any other cost incurred prior to the execution of the final agreement by the Town and the successful Proponent(s). By submitting a Proposal, the Proponent agrees that it shall prepare the required materials and undertake the required investigations at its own expense and with the express understanding that it cannot make any claims whatsoever for reimbursement from the Town for any costs and expenses associated with the RFP process in any manner whatsoever or under any circumstances including, without limitation, the rejection of all or any of the submissions or cancellation of the RFP or the Agreement.

## **6.6 NO CONFLICT OF INTEREST**

The Proponent and members of the Proponent team are to disclose any conflict of interest, real or perceived, which exists now, or which may in the opinion of the Proponent exist in the future. The Town reserves the right to disqualify the Proponent if, in the opinion of the Town acting reasonably, it has a conflict of interest, whether such conflict exists now or arises in the future.

## **6.7 TIME TO BE OF THE ESSENCE**

Time shall be of the essence for this RFP and all Proposals

## **6.8 EVALUATION CRITERIA**

The Evaluation Matrix attached as Schedule 1, but not restricted thereto, will be used to evaluate Proposals. The award will be made based on the Best Value offered, and the Best Value will be determined by the Town. The quality of the service to be supplied, the conformity with the specifications, the suitability to requirements, guarantee clauses, and references shall all be taken into consideration.

## **6.9 EVALUATION COMMITTEE**

Evaluation of Proposals will be by an Evaluation Committee formed by the Town and its agents / representatives.

## **6.10 CONFIDENTIALITY**

All submissions shall remain confidential during the procurement process until a recommendation is made to Town Council, and an award of a contract is made. Proponents may identify any materials they wish to remain confidential in the submission. The Town retains sole discretion as to any materials that may or may not remain confidential.

## **6.11 CLARIFICATION**

The Town reserves the right to seek Proposal clarification with the Proponents to assist in making evaluations.

## **6.12 GIFTS AND DONATIONS**

Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of the Town.

**6.13 ACCEPTANCE OF PROPOSAL**

The Town shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved Proposal.

No act of the Town other than a notice in writing signed by the Town's CAO shall constitute an acceptance of a Proposal. Such acceptance shall bind the Successful Proponent to execute in a manner satisfactory to the Town.

**6.14 NEGOTIATION DELAY**

If a written Sale Agreement cannot be negotiated within thirty days of notification of the Successful Proponent, the Town may, at its sole discretion at any time, thereafter, terminate negotiations with that Proponent and either negotiate a Sale Agreement with the next qualified Proponent or choose to terminate the RFP process and not enter into a Sale Agreement with any of the Proponents.

**6.15 ENQUIRIES**

All enquiries related to this RFP are to be directed, in writing, to the following person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the Town's option. Questions will be answered if time permits.

Chris McNeill, Chief Administrative Officer  
Town of Kentville  
Phone: (902) 679-2501  
E-mail: [cmcneill@kentville.ca](mailto:cmcneill@kentville.ca)

**6.16 SUBMITTAL DEADLINE AND INSTRUCTIONS**

Delivery of Proposals to the Town prior to the specified date and time is solely and strictly the responsibility of the Proponent. The Town shall not, under any circumstances, be responsible for delays caused by any private delivery service, or for delays caused by any other occurrence. All Proposals must be manually and duly signed by an authorized corporate officer or principal of the organization with the authority to bind said Proponent. Proposals must be sent by e-mail (only) to:

Lindsay Young, Economic Development Coordinator  
Town of Kentville  
354 Main Street  
Kentville, NS B4N 1K6  
[lyoung@kentville.ca](mailto:lyoung@kentville.ca)

**Proposals must be received by email no later than 2:00 PM Friday, September 19, 2025.**

**6.17 EVALUATION OF PROPOSALS**

The Town will evaluate Proposals in the manner set out in this Schedule. To assist in evaluation of the Proposals, the Town may, in its sole and absolute discretion, but is not required to:

- a. conduct reference checks relevant to the Project with any or all of the references cited in a Proposal to verify any and all information regarding a Proponent, inclusive of its directors/officers and Key Individuals, and to conduct any background investigations that it considers necessary in the course of the Competitive Selection Process, and rely on and consider any relevant information from such cited references in the evaluation of Proposals;
- b. seek clarification of a Proposal or supplementary information from any or all Proponents and consider such clarifications and supplementary information in the evaluation of Proposals; and

- c. request interviews or presentations with any, all or none of the Proponents to clarify any questions or considerations based on the information included in Proposals during the evaluation process, with such interviews or presentations conducted in the discretion of the Town, including the time, location, length and agenda for such interviews or presentations. The cost of the interview or presentation shall be the sole responsibility of the proponent.

The Town may in their sole and absolute discretion rely on and consider any information received as a result of such reference checks, background investigations, requests for clarification or supplementary information and interviews/presentations in the evaluation of Proposals.

The Town will evaluate the Proposals in accordance with this Schedule 1. Without limiting the rest of this Schedule, the overall objective of the evaluation is to select the Proposal or combination of Proposals that substantially satisfies the Statement of Requirements and provides Best Value to the Town.

## **6.18 EVALUATION PROCESS AND CRITERIA**

An Evaluation Committee will evaluate each Proposal. The Evaluation Committee will recommend a preferred Proponent to Town Council. The Council may, in its sole and absolute discretion, accept or reject the recommendations of the Evaluation Committee.

If the Town determines that a Proposal is unclear in some respects, a list of questions may be prepared to provide the Proponent with an opportunity to clarify its Proposal. If these clarifications are insufficient, the Town may in its sole and absolute discretion decline the Proposal.

Evaluation of Proposals will be based solely on the contents of the submissions and any clarifications provided in writing in response to the questions asked by the Town's Contact Person. The evaluation will be conducted in the manner and sequence described below.

- a. completeness review of proposal;
- b. rated evaluation comprising:

### **6.18.1.1 Completeness Review of Proposal**

Proposals will be reviewed to ensure they meet all the Mandatory Requirements, policies and procedures as stated in this RFP. The following are the Mandatory Requirements:

- The Proposal must be received at the Delivery Address prior to Closing Date; and
- The Proposal Form must be signed by the Proponent or each member of the Proponent consortia, if the consortia is a partnership or joint venture.

Proposals that are considered to have passed the criterion, by meeting the Mandatory Requirements, will be evaluated on a completeness review basis for their compliance with the stated requirements.

All Proposals must successfully address all the required elements to proceed to the rated evaluation.

### **6.18.2 Rated Evaluation of the Proposal**

Proposals will be evaluated by the Evaluation Committee. The combination of Proposals judged to provide the Best Value to the Town will be recommended by the Evaluation Committee as the preferred Proponent(s).

The qualitative evaluation will be a comparative assessment of the Proposals. The Town's Evaluation Committee members will rate Proposals against the pre-determined evaluation criteria for the relevant activity. Proposals will receive points related to the criteria to the extent that the Evaluation Committee, in its sole and absolute discretion, considers appropriate in terms of adding value to the Project. If there are no discernible differences

between Proponents in a specific evaluation category, or no price differential can be supported, all Proponents will score zero in that category.

The evaluation process and results will be kept confidential. Only the decision on the preferred Proponent will be revealed.

The following criteria will be used for qualitative evaluation:

<b>Evaluation Criteria: Total Value 100 points</b>	
<b>Development Company's Experience</b> <ul style="list-style-type: none"><li>• Related experience, capability, and background of the company and the principal contact leading this assignment.</li></ul>	20 points
<b>Project Team Members Experience</b> <ul style="list-style-type: none"><li>• Experience, capability, and professional standing of each key participant on Proponent's team.</li></ul>	10 Points
<b>Reference Checks &amp; Background Investigations</b> <ul style="list-style-type: none"><li>• Results of reference checks and background investigations conducted on Proponents and directors/officers and Key Individuals</li></ul>	10 Points
<b>Comparable Projects</b> <ul style="list-style-type: none"><li>• Suitability of the Proponent's Proposed Comparable Projects to the experience required for this assignment.</li></ul>	10 points
<b>Proposed Development Plan</b>	30 points
<b>Sale Price</b>	20 points

## **7 PROPOSAL REQUIREMENTS**

### **7.1 SUBMISSION PACKAGE**

Submissions are to be submitted by email only.

### **7.2 COVERING LETTER**

A covering letter signed by an authorized representative of the company should be provided outlining the intent of the response and stating that the information contained in the response accurately describes the services to be provided. The response must also guarantee that all quoted prices will be honoured for a specified period from the submission date.

### **7.3 EXPERIENCE**

Please answer the following questions with short narratives.

- a. Provide a brief description of your organization, including the year it was founded, its mission, major accomplishments and other information that demonstrates your capacity to carry out a significant development. References must be provided. If there are special concerns or restrictions on our use of the reference, these concerns must be addressed in the Proposal. The Town will not complete any agreement without adequate reference checks. Please provide references as described.
- b. Provide a brief resume for each member of the Project Team.

### **7.4 FINANCIAL CAPACITY**

It is the Proponent's responsibility to adequately demonstrate to the Town that it has the financial capacity to undertake the project. The following are suggestions as to some of the methods by which adequate financial capacity may be demonstrated:

- a. Letter from a recognized financial institution indicating that the Respondent has the financial capacity to undertake a project of this size.
- b. Other financial/project references.
- c. Letter from Respondent's auditor confirming its tangible net worth in the most recent set of audited financial statements.

In addition to the above, provide the following information:

- a. Copies of annual audited financial statements and annual reports or other similar financial information for each of the last three fiscal years;
- b. If available, copies of the interim financial statement for each quarter year for which audited statements are provided;
- c. Details of any material financing arrangements currently in place;
- d. Details of any material events that may affect the entity's financial standing since the last annual or interim financial statements provided;
- e. Details of any credit rating; and
- f. Details of any bankruptcy, insolvency, company creditor arrangement or other insolvency litigation in the last three fiscal years.
- g. For entities where the accounts provided are for a parent company, rather than the entity submitting the proposal, please provide evidence of the parent company's willingness to provide a guarantee in respect of the Proponent.

## 7.5 COMPARABLE PROJECTS

Provide details of projects the Proponent considers most relevant to this project.

## 7.6 PROPOSED DEVELOPMENT

**Concept:** Provide a clear outline of the concept / proposed development:

- a. Describe the type of development, number of commercial spaces or housing units, and explain the marketing strategy
- b. Provide any proposed site layout, building schematics, drawings or floor plans
- c. Amenities and services to be offered (if any)
- d. Identify and explain any partnering arrangements or relationships and then rationalize as to how and why these partners were chosen and how the proponent intends to manage these partnerships going forward
- e. General standards to be applied in the design and construction of commercial or housing units

**Project Schedule:** Include a realistic project schedule showing a chronological progression of work with time estimates for major activities and an overall time-length for completion. The project schedule should include identification of project milestones.

## 7.7 FINANCIAL PROPOSAL

Provide the following information:

- a. Proposed sale price
- b. Evidence that financing is in place or that there is a strong probability that financing can be easily obtained