



Town of Botwood
Request for Proposal (RFP)
Sale & Redevelopment of Town Land, 227 Water St
1 Dec 2023

1. Background

The Town of Botwood (herein after referred to as the “Town”) located in Central Newfoundland is looking redevelop the following property (land and building):

Former Town Hall (227 Water Street)

This 2-story building is approximately 4000 square feet in size (excl basement) and sits on an irregular sloped lot of approximately 20,000 square feet that fronts Water Street with rear access from Park Plaza. The property is zoned “Mixed” and could be redeveloped for many purposes including office space, retail space, apartments, efficiency units, etc.

While the building dates from the 1930s it remains in fair condition. It is structurally solid with a newer shingled roof; both the interior and exterior would require significant upgrades. The 400-amp electrical service has been upgraded with the building currently having baseboard heating. The building is presently divided into two separate suites, with a ~600sqft unit currently housing the local RCMP. The 2024 assessed value of the building is \$175,900. See Appendix “A” for ariel photo.

The Town is seeking reasonable proposals regarding the redevelopment of the above property. This would include, but not be limited to a short-term lease, long-term lease, lease to own, lease with purchase option, purchase, and so on. Lease rates will be determined by market conditions, as well, a minimum purchase price (reserve) will be established by the Town. All leasehold improvement costs, development costs, and purchase-related costs will be the responsibility of the successful respondent. All proposals will be evaluated in a competitive process that will consider direct benefits to the Town, economic and social benefits for the Town, timelines of the project, and capacity of the proponents.

The Town will not offer assistance (including tax reductions or other business incentives) to the successful proponent.

2. Objectives

- 2.1 To enter into a development agreement with an experienced developer
- 2.2 To maximize the usage of the property for the economic benefit of the town

3. Scope of Work

- 3.1 Developer must have an understanding of the Town's Development Regulations, including any municipal, provincial and federal guidelines, regulations and statutes
- 3.2 The Developer will be responsible for all site services in the development of the property

4. Town Responsibility

- 4.1 Ensure environmental & regulatory compliance for property identified
- 4.2 Provide water and sewer to boundary of property in accordance with local laws and regulations

5. Developer Responsibility

- 5.1 Provide plans and/or drawings of the redevelopment proposal
- 5.2 Provide a construction/redevelopment schedule if applicable.
- 5.3 Contact all utility companies to verify all infrastructures and to discuss any potential relocation of such utility if applicable
- 5.4 All cost associated with this work to be the responsibility of the Developer
- 5.5 Development of the property is to be in accordance with all applicable laws and regulations

6. Proposal Format and Submission

- 6.1 All proposals submitted shall consist of two hard copies to the Town and be received on or before **4:00 p.m. Friday, January 5 2024**. Proposals received after the closing date and time specified above will not be considered. Proposals to be addressed and delivered to:

Botwood Town Office, 41 Valley Rd, Botwood, NL A0H 1E0

And marked on outside of the envelope: RFP Former Town Hall Redevelopment

- 6.2 Faxed or electronic mail submissions **will not** be accepted. Late proposals will be returned unopened.

- 6.3 The Laws of the Province of Newfoundland and Labrador shall govern the RFP and any subsequent contract resulting from the RFP.

- 6.4 The Developer must complete the required information as included in Appendix "B", Proposal.

7. Evaluation

- 7.1 The Town reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on evaluation criteria and not necessarily the highest bid.
- 7.2 The Town reserves the right to conduct pre-selection meeting with those submitting a proposal.
- 7.3 The Town may then enter into further negotiations and agreements with high scoring respondents to finalize the best possible project for the Town.
- 7.4 The Town further reserves the right to conduct post-selection meetings in order to correct, change or adapt the selected proposal to the requirement of the selection Committee.

8. Contract

8.1 If a proposal is accepted, the Town and Developer will enter into an agreement relative to the awarded proposal and will be governed by the laws of the Province of Newfoundland

8.2 The contract agreement will outline the responsibilities of the Developer including land surveying, development fees, building permits, water and sewer installation and upgrades, site safety plans, supplied drawings stamped by a professional engineer, insurance policies and any other information and action required by applicable laws and regulations; the town is not responsible for any expenses incurred in the development of the land

8.3 Submit a deposit of 20% of the bid price within 21 days of being awarded the bid

8.4 In the event that the successful bidder fails to submit a deposit, or commence development within proposed timelines any agreements will be considered null and void, and the Town reserves the right keep the property without cost, keep the deposit, award the bid to another proponent or resubmit the RFP

8.5 Under no circumstances will any part of a contract resulting from this RFP be sub-contracted or assigned to another firm, person or company without the prior written authorization of the Town

9. Indemnification

In carrying out this project, the Developer will act as an independent Developer and must agree to keep the Town indemnified against any and all claims, actions, or demands that may be brought, made or arise in respect or anything done by its employees who shall remain at all times and for all purposes, the employees of the Developer

10. Acknowledgements

10.1 Any and all communication regarding the RFP will be made directly to the Town Office

10.2 The RFP is intended to invite developers interested in increasing the economic well-being of the town

10.3 The Town has the absolute right to accept or reject any proposal for any reason, to negotiate with any developer or to evaluate the proposal in accordance with the RFP at any stage, for any reason

10.4 There shall be no obligation on the part of the Town to receive further information, whether written or oral, from any developer or to disclose the nature of any proposal received

11. Proposal Format

Developer is to complete proposal on the form provided in "Appendix B"; additional information can be provided if deemed necessary by the Developer

12. Evaluation of Proposals

The evaluation criteria and relative scoring will be used to evaluate submissions are listed in Appendix "C"

Appendix "A": Maps/Photos

227 Water Street

Residential Medium Density Land Use Designation



See below table on Land Use Planning for the Town of Botwood. More information on the Land Use Registry and Development Standards is located here:

<https://www.gov.nl.ca/mpa/registry/community/botwood/>

USE ZONE TABLE: MIXED ZONE	
PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">-Amusement establishment/use (4.3.1)-Business support service (4.3.8)-Club and Lodge (4.3.11)-Convenience store (4.3.13)-General Service/repair (4.3.16)-Medical or Dental Clinic (4.3.19)-Personal Service (4.3.23)-Offices (4.3.24)-Restaurant – full service (4.3.26.2)-Retail (4.3.27)-Public Gathering Place – indoor (4.6.4)-Non-Profit housing (4.7.10.2)-Supportive housing (4.7.10.3)-Emergency Shelter (4.7.10.4)-Hostel (4.7.10.8)-Uses set out in 3.1.5	<ul style="list-style-type: none">-Bar (4.3.6)-Townhouse (4.7.5)-Apartment building (4.7.8)-Transitional housing (4.7.10.5)

Appendix "B"
Proposal: Redevelopment of 227 Water St, Botwood

1. Developer Information

Business name: _____

Telephone No: _____ Fax No.: _____

E Mail: _____

Address: _____

City/Town: _____ Province/Country: _____ Postal Code: _____

2. Contact Person

Full Name: _____

Mobile No: _____ Fax No.: _____

E Mail: _____

3. Site Plan

4. Previous Development projects

5. Proposed bid amount: _____

We (_____) understand and agree with the conditions of the RFP.
Developer

Signing Officer

Name: _____

Signature: _____

Date: _____

Witness: _____

Appendix “C”

Request for Proposals (RFP) Evaluation Criteria

Direct benefits to the Town of Botwood – 10%

Direct Proceeds Received by Town (relative to other proposals for this project)

Economic and Social Benefits for the Town – 50%

Will this development attract new businesses to Town?

No – 0 pts Possible – 1 pt Single – 2 pts Multiple – 3 pts

Will this development help a local existing business grow?

No – 0 pts Indirectly – 1 pt Directly – 2 pts Significantly – 3 pts

Will this development create new jobs in Town?

No – 0 pts Indirectly – 1 pt Directly – 2 pts Significantly – 3 pts

Will this development grow the Town’s tax base?

No – 0 pts Indirectly – 1 pt Directly – 2 pts Significantly – 3 pts

Will this development result in desired community/social benefits?

No – 0 pts Indirectly – 1 pt Directly – 2 pts Significantly – 3 pts

Timeliness of Project – 20%

Planning & Development

Permits Issued & Construction started in-

>3mos – 10 pts >6mos – 5pts >12mos- 1 pt <12mos – 0 pts

First Availability

<181 days – 5pts 182-364 days – 3pts >364 days – 1pt

Capacity of Proponent – 20%

Description of proponent’s team

No – 0 pts Yes – 1 pt

Does the proponent have experience with similar projects?

None – 0 pts Some – 1 pt Good – 2 pts Extensive – 3 pts

Does the proponent have the human resources required?

No – 0 pts Weak – 1 pt Good – 2 pts Strong – 3 pts

Does the proponent have the financial resources required?

No – 0 pts Weak – 1 pt Good – 2 pts Strong – 3 pts