

# REQUEST FOR PROPOSALS

**RFP No. 2026-01**

## **Residential Development Opportunity**

### **Hillview Road, Botwood, Newfoundland and Labrador**

**Issued by:**

**Town of Botwood**

Botwood, Newfoundland and Labrador

**Issue Date:** August 14, 2026

**Closing Date:** September 15, 2026

**Closing Time:** 4:00 PM

It is the sole responsibility of each Proponent to ensure that its proposal is submitted by the closing date and time in the format outlined in this Request for Proposals.

# TABLE OF CONTENTS

1. Introduction
2. Background
3. Definitions
4. Development Site Description
5. Development Objectives and Priority Housing Types
6. Instructions to Proponents
7. RFP General Terms and Conditions
8. Development Timelines and Milestones
9. Proposal Format and Mandatory Submission Requirements
10. Proposal Evaluation Criteria and Scoring Matrix
11. Appendices

**Appendix A:** Property Boundary Map

**Appendix B:** Location Map

**Appendix C:** Municipal Services and Site Information

**Appendix D:** Evaluation Criteria Matrix

**Appendix E:** Development Agreement Framework

**SCHEDULE A** – Form of Proposal

**SCHEDULE B** - Proponent Declaration

**SCHEDULE C** - Acknowledgement of Addenda.

# 1.0 INTRODUCTION

The Town of Botwood invites qualified proponents to submit proposals for the purchase and development of approximately 5.5 acres of Town-owned residential land located on Hillview Road, Botwood, Newfoundland and Labrador.

The purpose of this Request for Proposals is to identify a qualified developer capable of delivering a high-quality residential development that supports the Town's housing needs, contributes to community growth, and makes effective use of municipally owned land.

The Town is specifically seeking proposals for:

- Seniors housing;
- Multi-unit residential development; or
- A residential development concept that primarily addresses community housing needs through seniors housing, multi-unit housing, or a compatible combination of residential units.

The Town will consider proposals based on the best overall proposal, not solely on the highest purchase price. The successful proposal will be expected to demonstrate sound planning, financial capacity, development experience, community benefit, and the ability to proceed with construction within the timelines established in this RFP.

The successful proponent will be required to enter into a Development Agreement with the Town of Botwood prior to subdivision approval, development approval, or transfer of lands.

This RFP is intended to encourage responsible residential development while protecting the Town's interest in ensuring that the property is developed in a timely and appropriate manner.

## **2.0 BACKGROUND**

The Town of Botwood recognizes the need to support residential growth and provide opportunities for housing development within the community. Like many municipalities, Botwood is seeking to encourage development that addresses housing demand, supports aging residents, promotes efficient use of municipal land, and contributes positively to the Town's long-term growth.

The Hillview Road property has been identified by the Town as a potential residential development opportunity. The property is municipally owned, currently zoned residential, and has municipal water and sewer available to the property line. Existing stormwater drainage is located in the area, and Newfoundland Power service is available.

The Town is seeking a qualified developer to acquire and develop the property as a complete residential development. Council is not seeking a phased development approach. The successful proposal should provide a clear development concept, site layout, construction schedule, and evidence that the proponent has the capacity to complete the project within the timelines required by the Town.

The Town welcomes proposals that are practical, well planned, financially viable, and aligned with the community's housing priorities.

## 3.0 DEFINITIONS

For the purposes of this Request for Proposals, the following definitions shall apply:

**“Addenda” or “Addendum”** means all additional information, clarifications, amendments, or changes issued by the Town regarding this RFP.

**“Agreement” or “Development Agreement”** means the formal agreement entered into between the Town of Botwood and the successful proponent setting out the terms, obligations, conditions, milestones, servicing requirements, development requirements, and any other matters required by the Town.

**“Council”** means the elected Council of the Town of Botwood.

**“Developer”** means the person, company, corporation, partnership, or entity selected by the Town to complete the development contemplated under this RFP.

**“Evaluation Team”** means the person or persons appointed by the Town to review, evaluate, and score proposals received in response to this RFP.

**“Must,” “Shall,” or “Mandatory”** means a requirement that must be met for a proposal to receive consideration.

**“Proponent”** means an individual, company, corporation, partnership, or other legal entity submitting a proposal in response to this RFP.

**“Proposal”** means the complete submission provided by a Proponent in response to this RFP.

**“Request for Proposals” or “RFP”** means this document and all schedules, appendices, addenda, and related documents issued by the Town.

**“Successful Proponent”** means the Proponent selected by the Town to enter into negotiations and/or a Development Agreement.

**“Town”** means the Town of Botwood.

**“Work”** means all matters required to plan, design, survey, assess, service, approve, construct, and complete the residential development contemplated under this RFP.

## **4.0 DEVELOPMENT SITE DESCRIPTION**

### **4.1 Location**

The development property is located on **Hillview Road, Botwood, Newfoundland and Labrador**.

### **4.2 Ownership**

The property is owned by the **Town of Botwood**.

### **4.3 Approximate Size**

The property is approximately 5.5 acres in size.

The final developable area shall be confirmed by the successful proponent through legal survey and due diligence investigations.

### **4.4 Property Boundaries**

The property has irregular boundaries. Proponents shall refer to the site maps, drawings, and appendices provided by the Town for the general location and configuration of the property.

The maps and drawings provided are for general reference only. Proponents shall satisfy themselves as to the exact property boundaries, site constraints, and development potential of the lands.

### **4.5 Survey Requirements**

The successful proponent shall be responsible, at its own cost, for completing any and all legal surveys required for:

- Property transfer;
- Subdivision approval;
- Development approval;
- Financing;
- Construction;
- Registration;
- Easement identification; and
- Any other purpose required to complete the development.

### **4.6 Zoning**

The property is currently zoned Residential.

Proponents are responsible for confirming permitted and discretionary uses, density requirements, development standards, setbacks, parking requirements, and all other applicable planning requirements under the Town of Botwood's municipal planning documents and development regulations.

## **4.7 Municipal Services**

The following municipal services are available to the property line:

- Municipal water;
- Municipal sewer;
- Existing stormwater drainage in the area; and
- Newfoundland Power electrical service.

Proponents shall satisfy themselves as to the capacity, location, availability, cost, and suitability of all services required for their proposed development.

## **4.8 Stormwater**

Stormwater management shall be the responsibility of the developer. Existing stormwater drainage is present in the area; however, the developer shall be responsible for determining whether the existing drainage is adequate for the proposed development and for designing any improvements, retention, detention, grading, drainage, culverts, or infrastructure required.

## **4.9 Road Standards**

Any roadways, accesses, driveways, parking areas, or public infrastructure associated with the development must meet all applicable Town of Botwood municipal road standards, engineering standards, and approval requirements.

Where municipal roads or infrastructure are proposed to be transferred to or accepted by the Town, such infrastructure must be designed and constructed to the satisfaction of the Town.

## **4.10 Site Conditions**

The Town makes no representation or warranty regarding subsurface conditions, environmental conditions, geotechnical suitability, drainage capacity, rock conditions, soil conditions, or any other physical site condition.

The successful proponent shall be responsible for completing all necessary site investigations, including but not limited to:

- Environmental assessments;
- Geotechnical assessments;
- Drainage analysis;
- Servicing analysis;
- Engineering review;
- Easement searches;
- Legal review;
- Survey review; and
- Any additional studies required by the Town or other regulatory authorities.

## **4.11 Easements and Encumbrances**

The property may be subject to easements, rights-of-way, utility corridors, drainage areas, or other encumbrances. Proponents are responsible for conducting their own due diligence to determine the presence and impact of any easements or encumbrances.

## **5.0 DEVELOPMENT OBJECTIVES AND PRIORITY HOUSING TYPES**

The Town is seeking a residential development that contributes positively to the community and addresses local housing needs.

### **5.1 Priority Housing Types**

The Town will give priority consideration to proposals that include:

- Seniors housing;
- Multi-unit residential housing; or
- A compatible residential development concept that supports either seniors housing or multi-unit residential development.

### **5.2 Density**

The developer shall determine the proposed density based on:

- Site conditions;
- Municipal development regulations;
- Servicing requirements;
- Parking requirements;
- Market demand;
- Building design;
- Road and access requirements;
- Stormwater requirements; and
- Overall development feasibility.

The Town is not prescribing a minimum unit count in this RFP. However, proposals that demonstrate efficient and appropriate use of the property may receive stronger consideration during evaluation.

### **5.3 Complete Development Requirement**

Council requires the development to proceed as a complete development and not as a phased development.

The proponent's construction schedule must clearly demonstrate how the project will proceed from approval to substantial completion within the timelines established by this RFP.

## 5.4 Development Objectives

Proposals should demonstrate how the proposed development will:

- Address housing needs in Botwood;
- Support seniors or multi-unit residential housing;
- Make efficient use of municipally owned land;
- Provide a practical and attractive site design;
- Respect the surrounding neighbourhood;
- Provide safe access and appropriate parking;
- Meet municipal servicing and road standards;
- Minimize negative impacts on adjacent properties;
- Be completed in a timely manner;
- Increase the Town's assessment base; and
- Provide long-term community benefit.

## 6.0 INSTRUCTIONS TO PROPONENTS

### 6.1 Submission Requirements

Proponents shall submit a complete proposal in accordance with the requirements of this RFP.

Proposals must include all mandatory information listed in Section 9.0.

### 6.2 Submission Address

Proposals shall be submitted to:

**Town of Botwood**

Attention: Chief Administrative Officer

PO Box 41 Valley Road Botwood, NL A0H 1E0

Electronic submissions may be submitted to: [botwoodtowncouncil@botwoodnl.ca](mailto:botwoodtowncouncil@botwoodnl.ca)

Subject line: Hillview Road Residential Development RFP

**6.3** Closing Date and Time Proposals must be received no later than: **September 15, 2026 4:00 PM**

Late submissions may not be accepted.

### 6.4 Questions and Inquiries

All questions regarding this RFP shall be submitted in writing to: Chief Administrative Officer Town of Botwood  
Email: [Rdennison@botwoodnl.ca](mailto:Rdennison@botwoodnl.ca) Questions must be submitted no later than: September 13, 2026 The Town may respond to questions by issuing written addenda. Information received from any person other than the designated contact may be inaccurate and shall not be relied upon.

**6.5** Addenda Any amendment, clarification, or change to this RFP will be issued by written addendum. It is the responsibility of each Proponent to ensure that it has received and reviewed all addenda prior to submitting a proposal.

**6.6** Site Visit Proponents may view the general property area from public roads. Any site entry, testing, drilling, excavation, environmental investigation, or geotechnical investigation prior to award shall require written permission from the Town.

No Proponent shall undertake site assessment work without prior written authorization from the Town.

**6.7 Proponent Expenses:** All costs incurred by Proponents in preparing and submitting a proposal are the sole responsibility of the Proponent. The Town shall not be liable for any expenses, losses, or damages incurred by any Proponent in connection with this RFP.

**6.8 No Obligation:** This RFP is not a tender and does not obligate the Town to accept any proposal, select any Proponent, sell the property, or proceed with the development. The Town reserves the right to reject any or all proposals, cancel this RFP, reissue the RFP, negotiate with one or more Proponents, or proceed in any other manner deemed appropriate by Council.

**6.9 Proposal Opening** Proposals will not be opened in public.

**6.10 Working Language:** The working language of the RFP process is English. All proposals shall be submitted in English.

## **7.0 RFP GENERAL TERMS AND CONDITIONS**

**7.1 Acceptance and Rejection of Proposals:** The Town reserves the right, in its sole discretion, to: Reject any or all proposals; Accept the proposal considered most advantageous to the Town;

Reject the highest purchase price proposal;  
Reject incomplete, conditional, unclear, or irregular proposals;  
Waive minor irregularities;  
Request clarification from any Proponent;  
Negotiate with one or more Proponents;  
Cancel the RFP process;  
Reissue the RFP;  
Modify the scope of the opportunity; or  
Decline to proceed with the sale or development of the property.

**7.2 Best Overall Proposal:** The Town will evaluate proposals based on the best overall proposal, taking into account development quality, community benefit, financial capacity, experience, construction schedule, and purchase price. The highest purchase price will not necessarily be selected.

**7.3 Conflict of Interest:** By submitting a proposal, the Proponent confirms that neither it nor any of its officers, directors, employees, agents, or affiliates has any financial or personal relationship with any elected official or employee of the Town that could give rise to an actual, perceived, or potential conflict of interest, unless such relationship is fully disclosed in the proposal. The Town may reject any proposal where a conflict of interest exists or may appear to exist.

**7.4 Laws, Regulations, and Permits:** The successful proponent shall be responsible for complying with all applicable federal, provincial, and municipal laws, regulations, bylaws, policies, permits, approvals, and standards. The successful proponent shall obtain, at its own cost, all permits, approvals, authorizations, inspections, studies, and licenses required to complete the development.

**7.5 Development Agreement:** The successful proponent shall be required to enter into a Development Agreement with the Town of Botwood prior to: Subdivision approval; Development approval; Commencement of construction; or Transfer of lands, as determined by the Town. The Development Agreement shall include but not be limited to: Development milestones; Construction timelines; Servicing obligations; Road and infrastructure standards; Stormwater requirements; Survey requirements; Environmental and geotechnical obligations; Security requirements, if applicable; Insurance requirements; Transfer conditions; Default provisions; Repurchase provisions; and any other conditions required by the Town.

**7.6 Developer Responsibilities:** The successful proponent shall be responsible for all costs and obligations associated with the development, including but not limited to: Legal survey; Environmental assessment; Geotechnical assessment; Engineering design; Site design; Regulatory approvals; Subdivision approval; Development permits; Building permits; Utility connections; Internal roads; Parking areas; Grading; Drainage; \*Stormwater management; Water and sewer connections; Electrical servicing; Landscaping; Construction; Legal fees related to land transfer; and Any additional infrastructure required by the Town.

**7.7 Environmental and Geotechnical Assessments:** The developer shall be responsible for completing all environmental and geotechnical assessments required to determine the suitability of the property for the proposed development. The Town does not warrant or guarantee the environmental, geotechnical, or physical condition of the property.

**7.8 Municipal Infrastructure:** Any municipal infrastructure proposed or required as part of the development shall be designed and constructed to standards acceptable to the Town. The Town may require engineering drawings, stamped by a professional engineer licensed to practice in Newfoundland and Labrador, prior to approval.

**7.9 Insurance:** The successful proponent may be required to provide evidence of insurance acceptable to the Town prior to undertaking work on the property or entering into a Development Agreement. Insurance requirements may include, but are not limited to: Commercial general liability insurance; Automobile liability insurance; Professional liability insurance, where applicable; Builder's risk insurance, where applicable; and Any additional insurance required by the Town.

**7.10 Access to Information and Confidentiality:** Proponents should identify any information contained in their proposal that they consider confidential, proprietary, or commercially sensitive. The Town is subject to applicable access to information and privacy legislation. The Town cannot guarantee that all information submitted by a Proponent will remain confidential if disclosure is required by law.

**7.11 Ownership of Proposals:** All proposals submitted become the property of the Town and will not be returned to Proponents.

**7.12 No Claims:** No Proponent shall have any claim against the Town, its Council, employees, agents, consultants, or representatives arising from participation in this RFP process, non-acceptance of a proposal, cancellation of the process, or any decision made by the Town in relation to this RFP.

**7.13 Litigation and Past Performance:** The Town may consider a Proponent's past performance, litigation history, ability to work cooperatively with municipalities, financial capacity, and development record when evaluating proposals. The Town may reject a proposal where it determines that a Proponent's history or circumstances could negatively affect the successful completion of the development.

**7.14 Council Approval Required:** Any selection of a preferred Proponent, land sale, Development Agreement, or transfer of property shall be subject to approval by Council of the Town of Botwood.

## **8.0 DEVELOPMENT TIMELINES AND MILESTONES**

**8.1 Construction Commencement:** Construction must commence within twenty-four (24) months of the execution of the Development Agreement or transfer of the property, whichever occurs first, unless otherwise approved in writing by Council.

**8.2 Substantial Completion:** The development must be substantially completed within forty-eight (48) months of commencement of construction.

**8.3 No Phased Development:** Council requires the property to be developed as a complete development. Proposals based on a phased development model may be rejected or may receive a lower evaluation score.

**8.4 Development Milestones:** The Development Agreement shall establish clear milestones, which may include: Completion of survey; Completion of environmental and geotechnical assessments; Submission of engineering drawings; Submission of final site plan; Receipt of required approvals; Commencement of construction; Completion of servicing; Completion of building construction; Occupancy readiness; and Substantial completion.

**8.5 Repurchase Right:** The Town reserves the right to repurchase the property at the original sale price should the developer fail to meet development milestones established in the Development Agreement. The specific terms, conditions, notice requirements, cure periods, and registration requirements for the repurchase right shall be set out in the Development Agreement and any related land transfer documents.

## **9.0 PROPOSAL FORMAT AND MANDATORY SUBMISSION REQUIREMENTS**

Proposals should be clear, complete, and organized in the order set out below.

**9.1 Cover Letter:** The proposal shall include a cover letter signed by an authorized representative of the Proponent. The cover letter shall include: Legal name of the Proponent; Mailing address; Contact person; Telephone number; Email address; Confirmation that the Proponent has reviewed the RFP; Confirmation that the Proponent accepts the general terms of the RFP; and Signature of an authorized signing officer.

**9.2 Proponent Profile:** The proposal shall include a profile of the Proponent, including: Corporate history; Ownership structure; Years in operation; Relevant development experience; Key personnel; Project partners; Consultants; Contractors, if known; and References from similar projects.

**9.3 Development Concept:** The proposal shall include a detailed description of the proposed residential development. The development concept shall identify: Proposed housing type; Whether the development is seniors housing, multi-unit residential, or a combination; Approximate number of units; Building form; General site layout; Parking approach; Access points; Open space or amenity areas; Waste management approach; Snow clearing considerations; Stormwater management approach; Compatibility with surrounding residential areas; and Anticipated community benefits.

**9.4 Site Concept Plan:** Each proposal must include a conceptual site plan showing, at minimum: Property boundaries, based on available mapping; Proposed building locations; Proposed access points; Internal roads or driveways; Parking areas; Pedestrian routes, if applicable; Green space or landscaped areas; Servicing concept; Stormwater/drainage concept; Snow storage areas, where applicable; and Any proposed municipal infrastructure. The concept plan does not need to be a final engineered drawing at the proposal stage but must be sufficiently detailed to allow the Town to understand the proposed development.

**9.5 Construction Schedule:** Each proposal must include a construction schedule showing how the development will proceed from approval to substantial completion. The schedule should include: Survey completion; Design and engineering; Environmental and geotechnical investigations; Approvals and permitting; Site preparation; Servicing; Building construction; Final grading and landscaping; Occupancy readiness; and Substantial completion. The

schedule must demonstrate compliance with the requirement to commence construction within 24 months and substantially complete the development within 48 months of construction commencement.

**9.6 Financial Capacity:** The proposal shall include evidence that the Proponent has the financial capacity to complete the development. This may include: Financing confirmation; Bank letter; Evidence of available capital; Financial references; Description of financing strategy; Corporate financial summary; or Other information acceptable to the Town.

**9.7 Purchase Price:** The proposal shall include the proposed purchase price for the property. The Town reserves the right to negotiate the purchase price, deposit, closing date, transfer conditions, and other terms with the preferred Proponent.

**9.8 Development Experience:** The proposal shall describe the Proponent's experience with similar residential developments. Information should include: Project name; Location; Description; Number of units; Project value; Completion date; Role of the Proponent; Municipal approvals required; References; and Any relevant lessons or experience.

**9.9 Community Benefit Statement:** The proposal shall include a statement explaining how the proposed development will benefit Botwood. This may include: Housing supply; Seniors housing options; Accessibility considerations; Efficient land use; Increased municipal assessment; Neighbourhood compatibility; Local employment; Long-term tax base growth; and Contribution to community sustainability.

**9.10 Due Diligence Statement:** The proposal shall acknowledge that the Proponent is responsible for its own due diligence, including: Survey; Title review; Easement review; Environmental assessment; Geotechnical assessment; Servicing capacity; Stormwater requirements; Road standards; Development regulations; and All other matters necessary to confirm development feasibility.

## 10.0 PROPOSAL EVALUATION CRITERIA AND SCORING MATRIX

The Town will evaluate proposals using the criteria below. The Town may evaluate proposals on a comparative basis and is not obligated to select the highest purchase price or any proposal.

### 10.1 Evaluation Criteria

| Land Development Evaluation Criteria – Town of Botwood |                                                                                                                                                                                                  |            |              |                |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|----------------|
| Evaluation Criteria                                    | Description                                                                                                                                                                                      | Weight (%) | Score (1-10) | Weighted Score |
| 1. Alignment with Priority Uses                        | Strength of proposal in addressing the key use: Destination Retail.                                                                                                                              | 25%        | 0            | 0.00           |
| 2. Developer's Experience                              | Proven experience in completing similar commercial projects including financial standing of developer, access to capital, and sustainability of financing plan                                   | 25%        | 0            | 0.00           |
| 3. Purchase Price & Timeline                           | Purchase price of the property and the timeline for purchase ("as developed", "all-in", etc.) including realism and feasibility of development timeline; readiness to begin and complete project | 25%        | 0            | 0.00           |
| 4. Design & Quality of Proposal Presentation           | Overall quality, clarity, and professional standards of the proposal                                                                                                                             | 15%        | 0            | 0.00           |
| 5. Community & Economic Impact                         | Anticipated benefits to the Town of Grand Falls-Windsor.                                                                                                                                         | 10%        | 0            | 0.00           |
| Total                                                  |                                                                                                                                                                                                  | 100%       |              | 0.00           |

10.2 Scoring Each criterion may be scored on a scale of 1 to 10, then multiplied by the assigned weighting. The Evaluation Team may request clarification from any Proponent but is not obligated to do so.

10.3 Selection Process: The Town may: Select a preferred Proponent; Enter into negotiations with one or more Proponents; Request revised proposals; Reject all proposals; Cancel the RFP; or Recommend an award to Council. Final approval rests with Council.

**11.0 APPENDICES** The following appendices form part of this RFP.

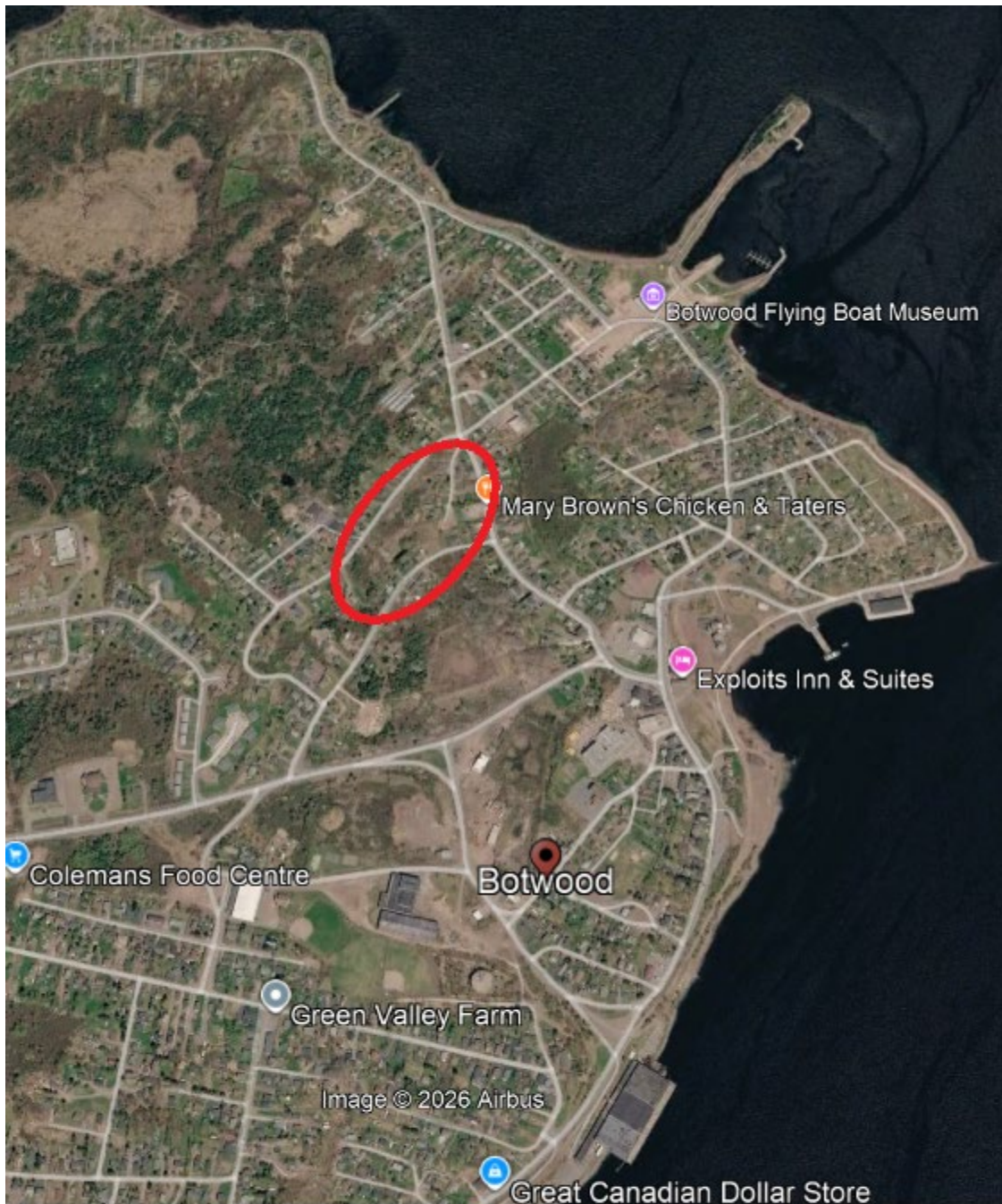
## Appendix A Property Boundary Map

Note: The property contains irregular boundaries. The map is provided for general reference only. The successful proponent shall be responsible for completing any required legal survey.



## Appendix B Location Map

This appendix should show the general location of the property within the Town of Botwood and its relationship to Hillview Road and surrounding streets.



## Appendix C Municipal Services and Site Information

The following information is provided for general reference:

Water and Sewer run along Hillview Rd and cross this property to Budgels Rd then carries on Budgels Rd





## Appendix D Proposal Submission Checklist

Each proposal should include the following:

| Required Item                                                     | Included                 |
|-------------------------------------------------------------------|--------------------------|
| Cover Letter                                                      | <input type="checkbox"/> |
| Proponent Contact Information                                     | <input type="checkbox"/> |
| Corporate Profile                                                 | <input type="checkbox"/> |
| Development Team Qualifications                                   | <input type="checkbox"/> |
| Development Concept                                               | <input type="checkbox"/> |
| Site Concept Plan                                                 | <input type="checkbox"/> |
| Proposed Housing Type                                             | <input type="checkbox"/> |
| Approximate Unit Count                                            | <input type="checkbox"/> |
| Construction Schedule                                             | <input type="checkbox"/> |
| Financial Capacity Information                                    | <input type="checkbox"/> |
| Proposed Purchase Price                                           | <input type="checkbox"/> |
| Development Experience                                            | <input type="checkbox"/> |
| References                                                        | <input type="checkbox"/> |
| Community Benefit Statement                                       | <input type="checkbox"/> |
| Due Diligence Acknowledgement                                     | <input type="checkbox"/> |
| Acknowledgement of Development Agreement Requirement              | <input type="checkbox"/> |
| Acknowledgement of 24-Month Construction Commencement Requirement | <input type="checkbox"/> |
| Acknowledgement of 48-Month Substantial Completion Requirement    | <input type="checkbox"/> |
| Acknowledgement of Town Repurchase Right                          | <input type="checkbox"/> |

## **Appendix E Development Agreement Framework**

The successful proponent shall be required to enter into a Development Agreement with the Town of Botwood. The Development Agreement may include, but is not limited to, the following:

**E.1 Required Milestones:** Completion of legal survey; Completion of environmental assessment; Completion of geotechnical assessment; Submission of engineered drawings; Submission of final site plan; Confirmation of financing; Receipt of municipal approvals; Receipt of provincial or other regulatory approvals, if required; Commencement of construction within 24 months; Substantial completion within 48 months of construction commencement.

**E.2 Developer Obligations:** The developer shall be responsible for: Survey; Design; Engineering; Permits; Approvals; Servicing; Roads; Drainage; Stormwater; Site grading; Utility connections; Construction; Legal costs; Registration costs; and Any other development costs.

**E.3 Town Repurchase:** Right The Development Agreement shall include a provision allowing the Town to repurchase the property at the original sale price should the developer fail to meet the milestones established in the Development Agreement.

**E.4 Transfer Conditions:** The Town may require that some or all conditions be satisfied prior to transfer of the property, including: Council approval; Execution of Development Agreement; Payment of deposit; Proof of financing; Insurance; Survey completion; Confirmation of development approvals; and Any other condition required by the Town.

**E.5 Security:** The Town may require security, bonding, letter of credit, deposit, or other financial assurance to ensure completion of municipal infrastructure or other obligations.

**E.6 Default:** The Development Agreement shall establish default provisions, notice requirements, cure periods, remedies, and rights of the Town if the developer fails to meet its obligations.

| SCHEDULE A – Form of Proposal                                                                                                                  |                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description                                                                                                                                    | Response                                                                                                                                                                                                                  |
| Proponent Name                                                                                                                                 |                                                                                                                                                                                                                           |
| Mailing Address                                                                                                                                |                                                                                                                                                                                                                           |
| Contact Person                                                                                                                                 |                                                                                                                                                                                                                           |
| Telephone                                                                                                                                      |                                                                                                                                                                                                                           |
| Email                                                                                                                                          |                                                                                                                                                                                                                           |
| Proposed Purchase Price                                                                                                                        |                                                                                                                                                                                                                           |
| Proposed Housing Type                                                                                                                          | <input type="checkbox"/> Seniors Housing<br><input type="checkbox"/> Multi-Unit Residential<br><input type="checkbox"/> Combination of Seniors Housing and Multi-Unit Residential<br><input type="checkbox"/> Other: ____ |
| Approximate Number of Units Proposed                                                                                                           |                                                                                                                                                                                                                           |
| Construction Commencement Date Proposed                                                                                                        |                                                                                                                                                                                                                           |
| Substantial Completion Date Proposed                                                                                                           |                                                                                                                                                                                                                           |
| Authorized Signature                                                                                                                           |                                                                                                                                                                                                                           |
| Name and Title                                                                                                                                 |                                                                                                                                                                                                                           |
| Date                                                                                                                                           |                                                                                                                                                                                                                           |
| <i>The undersigned confirms that the Proponent has reviewed the RFP and agrees to be bound by the terms and conditions of the RFP process.</i> |                                                                                                                                                                                                                           |

## **SCHEDULE B Proponent Declaration**

The Proponent declares that:

1. The information provided in the proposal is true and accurate to the best of its knowledge.
2. The Proponent has reviewed the RFP and all addenda issued by the Town.
3. The Proponent understands that the Town is not obligated to accept any proposal.
4. The Proponent understands that selection does not create a binding agreement unless and until approved by Council and formal documents are executed.
5. The Proponent understands that it is responsible for all due diligence.
6. The Proponent understands that a Development Agreement will be required.
7. The Proponent understands that construction must commence within 24 months.
8. The Proponent understands that substantial completion must occur within 48 months of commencement of construction.
9. The Proponent understands that the Town may repurchase the property at the original sale price if development milestones are not met, subject to the Development Agreement.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHEDULE C Acknowledgement of Addenda.**

Addendum Number No. 1: \_\_\_\_\_.

Date Received: \_\_\_\_\_. Initials : \_\_\_\_\_.

Addendum Number No. 2: \_\_\_\_\_.

Date Received: \_\_\_\_\_. Initials : \_\_\_\_\_.

Addendum Number No. 3: \_\_\_\_\_.

Date Received: \_\_\_\_\_. Initials : \_\_\_\_\_.

**END OF RFP DOCUMENT**