



Township of Southwold

Request for Proposal 24-CL-001 Shedden Commercial Plaza

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The Corporation of The Township of Southwold

Corporate Services
35663 Fingal Line
Fingal, Ontario, N0L 1K0
[Township of Southwold](http://southwold.ca)

27 SEPTEMBER 2024

HARDCOPY SUBMISSIONS ONLY shall be received at the Township Office (35663 Fingal Line, Fingal Ontario N0L 1K0), no later than the closing time and date.

Request for Proposal Number	RFP24-CL-001
Project Name	Shedden Commercial Plaza
Closing Time and Date	November 1, 2024, 12:01:00 pm, local time
Question Period Closing Time and Date	October 21, 2024, 12:01:00 pm, local time
Pre-Bid Meeting Date	October 16, 2024 09:00:00 am, local time
Pre-Bid Meeting Location	35809 Talbot Line, Shedden Ontario
Award	November 25, 2024

1.0 Request for Proposal Details

1.1 Purpose

The Corporation of the Township of Southwold (the Township) is seeking proposal submissions (Proposals) for the redevelopment of the Shedden Commercial Plaza. The plaza is located at 35809 Talbot Line, on the southwest corner of Union Road and Talbot Line.

This request seeks proposals to redevelop the commercial plaza, which is currently owned by the Township. The request will prioritize proposals that



provide for mixed use development including ground floor commercial units and upper floor housing units and matches the desired community heritage aesthetic for a downtown commercial area.

Throughout this document, reference is made to the “Proponent” as the entity preparing the response to the RFP. The term “Consultant” is used to represent the Successful Proponent of the RFP.

1.2 Background

The existing commercial plaza located in the epicenter of Shedden, is a community anchor, currently owned by the Township. On the southwest corner of Union Road and Talbot Line this property sees thousands of vehicles passing by each day. Additionally, the area is expected to see the available customer base grow significantly with several large residential developments proposed in the next decade. The lot is currently zoned Village Commercial, allowing for a wide variety of commercial activities and dwelling units located above or to the rear of a permitted commercial use, detailed information can be found here (<https://www.southwold.ca/en/business-and-development/zoning.aspx>).

The property is currently serviced with hydro, gas, municipal water and a septic holding tank. The Township is pursuing the servicing of the Village with sanitary sewers and expects the property to have sewer access by the end of 2025. The building consists of an original two-story building, constructed in 1890 with a commercial store front on the ground floor and second story residential apartment units. The second part of the building is a single-story addition consisting of four commercial units that was constructed in 1960.

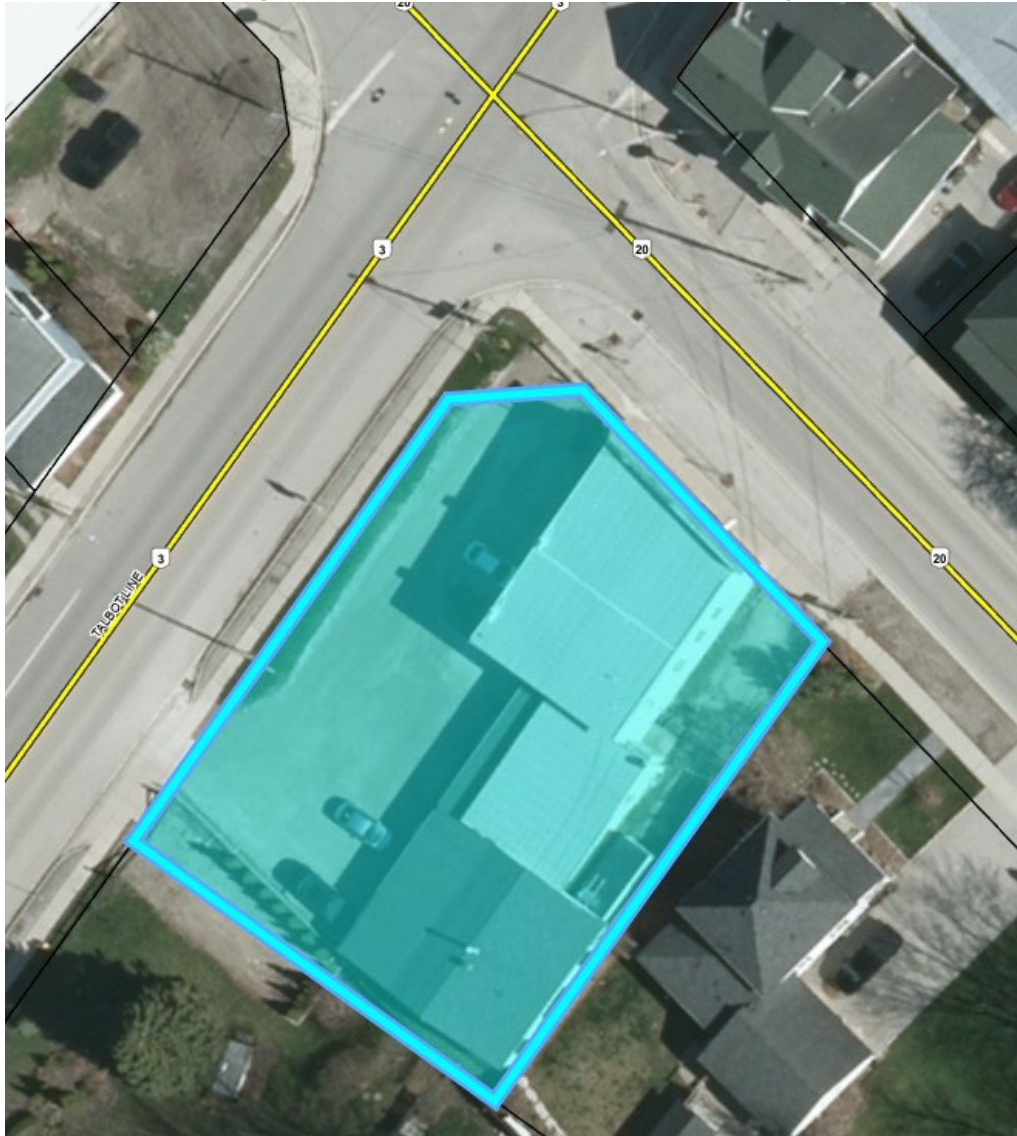
The Township has four existing commercial tenants at various properties. Priority will be given to proponents who can demonstrate that their development will maintain the general heritage aesthetic of the 1890 building. A sample rendering of a preferred façade is included as Appendix ‘A’ to this RFP.

Priority will also be given to applications that provide an option to offer tenancy to current tenants. It is acknowledged that tenants may need to be



temporarily displaced during construction. Access is limited to just Talbot Line for safety, due to the proximity to the intersection.

Figure 1: 35809 Talbot Line Property



On September 23rd, 2024, Municipal Council resolved that the Commercial Plaza at 35809 Talbot Line be declared surplus and disposed of via an RFP process to implement the Township vision as highlighted in this document and Appendix A.

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1.3 Scope of Work

The Township is seeking proposals from individuals who are interested in purchasing and redeveloping the commercial plaza at 35809 Talbot Line. The proposal should demonstrate the proponent's vision and capability to redevelop the property.

1.4 Terms of Reference

The Township anticipates the award of the proposal to the successful proponent in Q4 of 2024.

The Proposal should demonstrate the following:

- The proponent's vision for proposed redevelopment
- The proponent's vision for achieving a mixed use development including ground floor commercial space and upper floor residential units
- The layout of the proposed development on the existing parcel
- Provide details or examples of what the building façade will look like
- Provide details on the number of commercial units and estimated size and provide details on number of residential units and estimated size
- Demonstrate the capability to redevelop the property
- Heavy weight will be given to scoring for the ability to achieve 1890 building character and matching heritage aesthetic provided in rendering in Appendix A
- Provide details on providing options for affordable housing options

1.5 Pricing

All prices must be stated in **Canadian** funds. Prices must also be inclusive of customs, duty, and freight. HST shall not be included and shown as an extra.



2.0 Submission Information

- a) The onus is on the Proponent to show their knowledge, understanding and capacity to conduct the work outlined in the RFP.
- b) All information provided in response to this RFP should contain sufficient detail to support the proposed project.
- c) Proposals will be assessed according to how well they assure the Township's success in relation to the RFP requirements. The detail and clarity of the Proposal will be considered indicative of the Proponent's expertise and competence.
- d) Proposals must be hard copies and received in a sealed envelope no later than the specified closing time and date at the Township office. Facsimile and/or electronic submissions will not be accepted.
- e) Proponents may update or withdraw a submitted Proposal at any time, up to the official closing time. Proponents are solely responsible to:
 - make any required adjustments to their Proposal;
 - acknowledge all Addendum/Addenda; and
 - ensure the re-submitted Proposal is **RECEIVED** in Hard Copy at the Township office no later than the closing time and date.
- f) The Township reserves the right to accept or reject any and all Proposals. The Township further reserves the right to award the contract as split-order, lump sum or individual-item basis, or such combination as shall best serve the interests of the Township.
- g) Proposals are to remain firm for acceptance for a period of **90** days from the closing time and date. The proponent will be required to enter into a purchase and sale agreement with the Township following the proposal award. Several of the conditions that are included in the purchase and sale agreement are within the Terms of Reference.
- h) Proposals containing prices which appear to be unbalanced as to likely affect the interests of the Township adversely may be rejected.



- i) The acceptance and award of the Proposal and execution of an agreement, contract or purchase order are subject to approval by Township Council.
- j) By submitting a Proposal, the Proponent acknowledges and accepts all terms and conditions in this Proposal solicitation document and all policies and procedures in the [Procurement Policy By-Law](#).
- k) Proponents are to provide one Proposal that includes the Technical and Cost details.

3.0 Evaluation Details

3.1 Evaluation Categories

Criteria	Weighting
Technical and Cost Proposal	
Concept Compliance with proposed Zoning	Pass/Fail
Development Vision and Design Concept (Heritage and Rural Character)	50
Housing Inclusion	30
Agreement of Purchase and Sale (Price)	20
Total	100

The order of the items listed in this section should not be taken as an indication of the relative importance of any criteria in the evaluation process.

3.2 Specific Evaluation Requirements

Technical Details (80 points)



1. Compliance with Proposed Zoning (Pass/Fail)

Zoning Data Table (Pass/Fail)

Zoning Data Table demonstrating how the development complies with the Zoning By-law. The Zoning Data Table can be provided on development concept or can be provided on a separate sheet. Submissions are expected to comply with zoning and will be evaluated for compliance with proposed zoning on a pass/fail basis. If the application requires a minor variance, it will **not** be considered a fail.

The subject site is zoned Village Commercial (VC).

A link to the Township of Southwold's Zoning By-law:

<https://www.southwold.ca/en/business-and-development/zoning.aspx>

2. Development Vision and Design Concept, Including Heritage Character (50 points)

Re-development Concept Plan and Capability (50 points)

The re-development plan will need to clearly demonstrate the proponents' vision for the parcel. This could include but is not limited to, a layout plan, renderings, material examples, written descriptions. This will also consider the proponents capability to realize the vision, funding sources, plan of action, grant applications, fundamentally answer the "how".

Heritage and Rural Character

The proposal will also measure the character of the building, and how it fits into the Shedden heritage/rural character. Heavy weight will be given to scoring for the ability to achieve 1890 building character and matching heritage aesthetic provided in rendering in Appendix A. The Township's Economic Development Committee has a goal to support small, independently and locally owned businesses. The proposal should include details on if and how the redevelopment would support this goal.



3. Housing Inclusion (30 points)

Written Summary of Housing Components of Development (30 points)

The proposal should include a written description of if and how the proposal will include and maintain attainable/affordable housing units above or behind the planned commercial space. The proponent should outline whether the proposal will access CMHC funding programs or other methods to provide for affordability of the housing units over the longer term.

Cost Details (20 points)

1. Financial Offer to Purchase the Property – Agreement of Purchase and Sale

Financial Offer

Proponents must provide a financial offer to purchase the property. This is to be included in the proposal amount and this will be the amount that is required for the purchase and sale agreement. **Following, the approval of the proposal, the successful proponent will be required to submit a deposit of 10% the bid price, within 60 business days.**

The Township, in its sole discretion may adjust the evaluation score or ranking of Proposals as an outcome of the clarifications. The Township reserves the right to limit clarification to any number of Proponents as determined by the Township regardless of the number of the Proponents that submitted Proposals.

Pricing will be scored out of 20 points. Each respondent will receive a percentage of the total points allocated to Lump Sum price, which will be calculated in accordance with the following formula:

For example, if a respondent bids \$20,000.00 for the Lump Sum Price and that is the highest bid priced, that respondent receives 100% of the points.

$$20,000/20,000 = 100\% \times 20 = 20 \text{ points}$$

A respondent who bids \$10,000.00 receives 50% or 10 points

$$10,000/20,000 = 50\% \times 20 = 10 \text{ points}$$



And so on, for each quotation.

In the event of a tie score, the selected Respondent will be determined in accordance with the Township's Purchasing Procedures

The order of the items listed in this section should not be taken as an indication of the relative importance of any particular criteria in the evaluation process.

3.4 Evaluation Team

Submissions will be evaluated by an evaluation team as seen below:

- CAO/Clerk
- Director of Infrastructure and Development Services
- Mayor and Deputy Mayor
- Consultant Planner

By responding to this RFP, Proponents acknowledge that the evaluation team is solely responsible for recommending the Successful Proponent for Council approval.

3.5 Evaluation Process

Proponents are to submit one proposal with the technical and cost details. Each submission will be evaluated by the Township on the basis of the information provided by the Proponent. Submissions will be reviewed to assess compliance with the requirements set out in this RFP. Evaluation results will be the property of the Township.

After receipt of the submissions, the Township may request clarification to further understand information provided in the submission.

The Township, in its sole discretion, may adjust an evaluation score as an outcome of the clarifications. The Township reserves the right to limit clarifications to any number of Proponents as determined by the Township.



4.0 Terms and Conditions

4.1 Pre-Bid Meeting

A non-mandatory, Pre-Bid meeting will be hosted at 35809 Talbot Line, Shedden Ontario on October 16, 2024 9:00:00 am, local time.

4.2 Questions/Addenda

- a) All questions, inquiries and clarifications regarding this Proposal are to be submitted in writing to cao@southwold.ca and will be answered by the issuance of formal addenda, posted online to the Township's Bids and Tenders page of its website. Submitting inquiries outside of this process may result in the proposal being rejected.
- b) The Township assumes no responsibility for any verbal (spoken) information from any Township staff or from any Consultant firms retained by the Township, or from any other person or persons who may have an interest in this Proposal.
- c) Amendments or changes to this RFP prior to the closing date and time stated herein will only be in the form of written addenda issued by the Township and posted online to the Township's Bids and Tenders page of its website. It is the Proponent's sole responsibility to inform itself of any posted addenda. Proponents will be unable to submit their Proposal until all addenda are acknowledged.
- d) The Township makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a Proposal, the Proponent acknowledges and agrees that addenda shall only be posted online to the Township's Bids and Tenders page of its website, and it is the sole responsibility of the Proponent to check for said addenda.
- e) Where a request results in a change or a clarification to the RFP, the Township will prepare and issue an addendum. Addendum will not be issued within the 48 hours prior to closing - not including Saturdays, Sundays and Statutory Holidays observed by the Township for regular business hours **with the exception of an**



addendum postponing the closing or cancelling of this RFP. Proponents that have submitted Proposals prior to the date and time cut-off for addenda issuance are solely responsible to monitor the Bids and Tenders page of the municipal website for further addendum and are therefore also solely responsible for submitting a completely new Proposal acknowledging any said addenda prior to the closing date and time of the RFP solicitation.

4.3 Cancellation

- a) The Township reserves the right, at its absolute sole discretion, to cancel this contract with 30 days written notice, without cause and without penalty.
- b) The Township reserves the right, at its absolute sole discretion, to cancel this contract with 7 days written notice, with cause and without penalty.

4.4 Rights Reserved by the Township

- a) The lowest cost Proposal will not necessarily be accepted. The Township reserves the right to accept/reject any or all Proposals and/or reissue the RFP in its original or revised form.
- b) The Township reserves the right to modify any and all requirements stated in the RFP at any time prior to the possible awarding of a contract.
- c) The Township reserves the right to cancel this RFP at any time, without penalty or cost to the Township. This RFP should not be considered a commitment by the Township to enter into any contract.
- d) In the event of any disagreement between the Township and the Proponent regarding the interpretation of the provisions of the RFP, CAO/Clerk, or an individual acting in that capacity, shall make the final determination as to interpretation.

4.5 Non-Disclosure

Except as the Township may otherwise consent in writing, the Successful Proponent shall not use, other than for the Township, and not directly or indirectly publish or otherwise disclose at any time (except as the Proponent's

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duties for the Township require) either during or subsequent to the Proponent's work, any of the Township's appendices, attachments or other written material (whether or not conceived, originated, discovered, or developed in whole or in part by the Proponent).

4.6 Confidentiality

- a) Except as may be necessary in the performance of an order under a contract, the Consultant shall not at any time or in any manner make or cause to be made any copies, pictures, duplicates, facsimiles or other reproduction or recordings of any type, or any abstracts or summaries of any reports, studies, memoranda, correspondence, manuals, records, plans or other written, printed or otherwise recorded material of the Township, or which relate in any manner to the present or prospective business of the Township. The Consultant shall have no interest in any of this material and agrees to surrender any of this material which may be in its possession to the Township immediately upon the termination of the contract or at any time prior to the termination upon the request of the Township.
- b) The Consultant shall not at any time (except under legal process) divulge any matters relating to the business of the Township or any customers or agents of the Township, which may become known to it by reason of its services under an order, orders or otherwise and shall be true to the Township in all dealings and transactions relating to the services contemplated by the contract and any order. Furthermore, the Consultant shall not use at any time (whether during the continuance of the contract or after its termination) for its own benefit or purposes of for the benefit or purposes of any other person, firm, corporation, association or other business entity, any trade secrets, business development programs, or plans belonging to or relating to the affairs of the Township, including knowledge relating to customers, clients, or employees of the Township.

4.7 Verification of Information

The Proponent shall cooperate in the verification of information and is deemed to consent to the Township verifying such information.

The Township shall have the right to:

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- a) Verify any Proponent statement or claim by whatever means the Township deems appropriate, including contacting persons in addition to those offered as references.
- b) Access the Proponent's premises where any part of the work is to be carried out to confirm Proposal information quality of processes and to obtain assurance of viability.

4.8 Debriefing

Not later than 30 days following the date of posting of a contract award notification in respect of the RFP, a Proponent may contact the Director of Infrastructure and Development Services requesting a debriefing from the Township.

The intent of the debriefing information session is to aid the Proponent in presenting a better Proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

Any request that is not timely received will not be considered and the Proponent will be notified in writing. The Township will not disclose submission information from other Proponents.

5.0 Execution Requirements

Subject to an award of the contract, the Successful Proponent will be required to enter into a purchase and sale agreement with the Township and must pay the remaining balance and comply to all conditions set out in the RFP and the agreement.

Proposed Concept
35809 Talbot Line

Appendix A

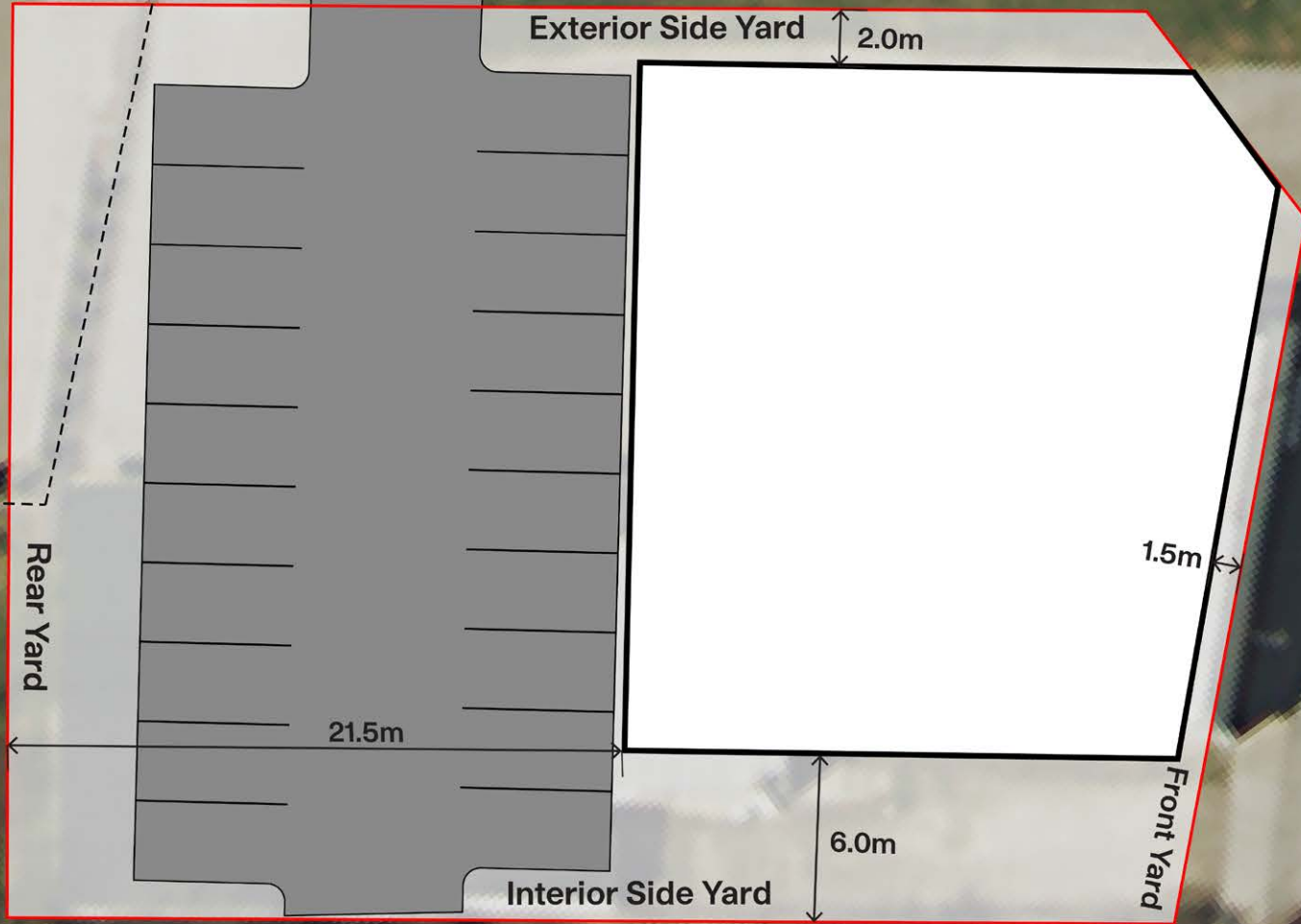


Proposed Concept
35809 Talbot Line



Site Concept Plan
35809 Talbot Line

TALBOT LINE



UNION ROAD

Legend

- Proposed Building
- Parking
- Property
- Existing Structure

Existing Site View
35809 Talbot Line

