

Municipality of Colchester

REQUEST FOR PROPOSALS

***Development of the
Former Salmon River School Property***

November 2023



Request for Proposals

Development of the Former Salmon River School Property PID# 20037073

1. Introduction

The former Salmon River Elementary School property at 2084 East Prince Street is a 16.4-acre lot currently owned by the Municipality of Colchester which has been used by the surrounding community for passive recreational activities. Interest in the future use of the property prompted municipal staff to initiate a survey in fall 2021 to explore options for the site. In light of documented housing challenges in the area, staff carried out a community engagement program in 2022 and completed research on housing, recreation and other opportunities as a means of determining future uses of the property.

2. Property Background

The former Salmon River Elementary School property was acquired by the County after the school closed in 2008 and was later leased to RCMP for training in 2012. The school was demolished in 2017 and the land has remained vacant since with some light recreational uses being made of the property.

In 2016, Council declared the property surplus and subsequently issued two Requests for Proposals in that year and again in 2018. These generated little uptake until recently when housing developers and recreation enthusiasts expressed an interest in the future of the land.

In October 2022, Council discussed possible development scenarios for the site, primarily consisting of a mix of recreational and housing uses. Given some local interest in preserving part of the property for passive recreational purposes, Council decided to retain 60% (9.8 acres) of the property for this while the remaining 40% (6.6 acres) would be designated for housing development options.

The property was migrated into the Registry of Deeds in 2012.

3. Development Objectives:

The Municipality recognizes housing shortages in the Region are at critical levels which has been evidenced by a Housing Needs and Supply Study completed in 2021. A subsequent survey of the community amplified this need with a particular interest in senior, alternative and attainable housing. The former school site is one of a few remaining larger land tracts within the Municipality's sewer



Figure 1: Property Map

serviced areas where higher density development is encouraged and community-based services and amenities are nearby. The Municipality is hopeful proposals will respond to local housing needs while integrating new recreational opportunities that better serve neighborhood and community desires. To meet these primary objectives, submissions responding to the following will be given preferential consideration:

1. Creation of “cluster housing” requiring low maintenance needs/costs with provisions for common indoor and/or outdoor amenity space.
2. Allowances for rental options that may include affordable housing choices.
3. Development timelines with a view to establishing early investments in the development.
4. Ability to secure financing in a timely manner.
5. Scalability of the development in terms of growth potential and timing of phases.

The Municipality also has a keen interest in building communities that are physically, socially, economically and environmentally sustainable. Council’s Strategic Priorities and the recently adopted Carbon Free Colchester Plan (2022) speaks to some of these initiatives which aim to make Colchester more resilient, less dependent on fossil fuels, healthier and generally enhances the quality of life many have come to expect. Proposals that build on these principles will be further strengthened if consideration has been given to the following:

1. Incorporates energy efficient and/or renewable energy options or other technologies that help reduce energy consumption and/or the carbon footprint of the development.
2. Retention of existing trees (as much as possible) with new planting of native species.
3. Utilizes innovative technologies or expertise to create a more sustainable living environment.
4. Creative design approaches that encourages socialization, efficient use of land and flexibility to respond to changing demographics.
5. Utilizes construction materials and techniques that are environmentally friendly and minimizes waste.

4. Planning & Development Considerations:

The subject property is currently zoned for Institutional purposes and qualifies to be rezoned for low (R-2) and medium density (R-3) residential uses or a development agreement that allows for multiple buildings on a single lot (ie. up to 25 units per acre). The site has access to sanitary sewer and electrical services as well as road frontage of approximately 50 ft. on East Prince Street. Like most areas of Central Colchester, central water is not available and supply provisions are through individual on-site or communal wells.

Proponents must develop a conceptual masterplan for the site illustrating the following:

- Proposed services including the location of central sanitary sewer, water supply (individual wells of communal system), street lighting, roads, stormwater management, parking areas and driveways.
- Location, size, type and density of residential units and accessory structures including proposed subdivision of the land.
- Distances between all proposed structures, roads and existing property lines.
- Landscaping and amenities including the possible location trails, active transportation routes, community gardens / spaces, open space, play areas, etc.

- Buffering and screening (if required) as well as areas of preserved vegetation that acknowledges sensitivities to adjoining land uses.
- Phasing plans for the development.
- Any other site details and site renderings as appropriate.

The Municipality will initiate appropriate land use amendments for the property based on the preferred proposal and intends to retain ownership of land designated “recreation” and developing public amenities as it deems appropriate and subject to future capital budgets.

5. Acceptance of Proposals

This request for proposal (“RFP”) implies no obligation on the Municipality to accept any proposal, or a portion of a proposal. The Municipality reserves the right to cancel or reschedule the RFP at any time.

6. Inquiries

All inquiries regarding the RFP must be submitted **in writing** to the address listed below as early as possible within the bidding period. Inquiries must be received no less than **five (5)** business days before the closing date to allow sufficient time to provide a response. Inquiries received after that time may not be answered prior to the closing date. Information obtained from any other source will not bind the Municipality in any way. For the sake of consistency, the Municipality will provide the response to any written inquiries to any person who has requested a copy of the RFP from the Municipality.

All inquiries are to be directed to:

Paul Smith MPA, MCIP, LPP
Director of Community Development
1 Church Street
P. O. Box 697
Truro, Nova Scotia
B2N 3Z5
Tel: (902) 897-3170
Email: psmith@colchester.ca

Proponents may arrange to view and inspect the property by appointment.

7. Receipt of RFP and Closing Date and Time

Three (3) printed copies and a digital PDF copy of the response to this RFP must be sealed and marked **“RFP – Development of the Former Salmon River School”**. The package is to be clearly identified with the proponent’s name and contact information on the outside. A blank copy of the proposal form is attached.

Proposals must be submitted no later than **January 12, 2024 by 12:00 pm (Atlantic Time)**. It is the responsibility of the proponent to ensure that the proposal is received on time. Late submissions will be returned to the proponent unopened.

All proposals must be signed by the proponent or an authorized representative of the proponent submitting the proposal. Unsigned proposals may be rejected at the discretion of the Municipality.

Faxed Proposals will not be accepted.

Proposals must be submitted to the following address:

Community Development Department
1 Church Street
Truro, Nova Scotia
B2N 3Z5
Tel: (902) 897-3170
Email: psmith@colchester.ca

8. No Contractual Relations

In submitting a proposal, a proponent acknowledges and agrees that he is not entering into a contract. The Municipality shall not pay any cost for the preparation of any RFP whether or not successful.

The Municipality makes no warranties with respect to the condition of the property, in particular but not limited to, the environmental condition of the property and the existence of any hazardous materials on the property. The Municipality will consider any requests from an interested party to be permitted to conduct certain environmental inspections.

The assessed value of the property is \$39,200. Proponents will have to consider the sale price effect on the assessed value, and the municipal tax rates applicable to the assessment, urban service rates and, other costs to determine what the property taxes might be.

It is expected that Municipal Council will give direction on the RFP's submitted, and an agreement will be prepared for signature.

9. Environmental Assessment Report

Proponents are expected to do their own research with respect to the environmental condition of the property. The Municipality will take no responsibility for the property's environmental condition, nor for items to which the Municipality is unaware of which may exist on the premises. Any agreement made with the Municipality will be "**as is where is**".

10. Own Investigation

In submitting a response to the RFP, the proponents acknowledge that they are not relying on the Municipality about the condition of the property and will make their own investigation on the condition of the lands or their suitability for development. As a condition of submitting a proposal, the proponent specifically acknowledges they have no claim against the Municipality, or its employees as a result of the condition of the property.

11. Irrevocable

All proposals submitted must be kept open and available for acceptance for a period of up to thirty (30) days from the closing date of **Friday, January 12th, 2024**. The bids will be opened privately at **3:00 p.m. Friday, January 12th, 2024** at the offices of the Municipality of the County of Colchester, 1 Church Street, Truro, N.S.

12. Evaluation of the RFP

Submissions to the "Request for Proposals" will be reviewed by the Project Committee and other resources as appropriate. All proposals must comply with all requirements outlined in this document and all submissions will be evaluated and ranked against the following criteria and associated weights. It will be understood that the degree to which a proposal meets the RFP requirements by means of the proposed point score system will be the sole judgment of the Selection Committee.

Evaluation Components:

30% Development Team Information:

- team composition and representation by all necessary disciplines, including engineering, design, and construction;
- relevant experience in completing projects of similar scope and complexity;
- experience of the Proponent and key team members with similar projects;
- completeness of the team and demonstrated experience / expertise of all individual members;
- proposed organizational structure and coordination of the individual team members including reporting relationships, identification of lead members, and communications;
- availability of back-up personnel and/or provision to access specialized skills;
- results of reference checks for previous projects;

25% Project Approach, Methodology & Management:

- approach to the scope of the creative, technical and services required;
- understanding of project requirements;
- management of project and suitability of the proposed work plan, including work program components and time schedule;
- compliance with the Project Objectives;
- provisions for involvement, input and evaluation of the Selection Committee and stakeholders;
- ability to meet the project timelines;
- ability to secure sufficient financing.

40% Proposed development initiatives, social and economic value as well as acceptance of terms and conditions:

- Preference will be given to proposals that support the development of new affordable housing. Those that best align with the Nova Scotia Affordable Housing Commission Report, "Charting a New Course for Affordable Housing in Nova Scotia" will score the highest.
- Creative design and development solutions that serve a variety of local housing needs;
- Social and economic value represented by the proposed level of effort, achieving a balance between a variety of housing choices, tenure and costs as well as other considerations regarding cost effective design and contracting solutions.
- Provisions for innovative approaches to improve energy efficiency, reduced maintenance, and generally creative approaches to attain a more sustainable living environment.

5% Quality of Proposal

- Presentation and completeness of the Proposal.

To assist in the review and evaluation process of submissions received under this RFP, the Selection Committee may wish to conduct interviews as a means of developing a better understanding of the Proponent's experience and approach to the scope of services required. Mutually convenient times will be arranged shortly after the Selection Committee has had an opportunity to review the submissions to this RFP.

APPENDIX A

REQUEST FOR PROPOSAL APPLICATION PACKAGE

Development of Housing on Municipal Land

Salmon River School Property, East Prince Street, Nova Scotia

SECTION #1 | COMPANY INFORMATION

Business & Applicant Information

| | | | | | |
|--------------------------------------|--|-----------|--------|--------------|--|
| Developer, Business or Company Name: | | | | | |
| NS Registry of Joint Stock #: | | | | | |
| Applicant Name: | | | | | |
| Company Position or Title: | | | | | |
| Phone: | | | Email: | | |
| Address: | | | | | |
| City: | | Province: | | Postal Code: | |

Describe current business or development operations:

| |
|--|
| |
|--|

Number of Current employees: _____ Company Website: _____

References (please provide a minimum of 2 references:

| NAME: | RELATIONSHIP: | CONTACT INFORMATION: |
|-------|---------------|----------------------|
| | | |
| | | |
| | | |

Describe examples of previous housing developments or housing operations experience:

Identify the project team, partners and/or additional collaboration opportunities:

SECTION #2 | HOUSING DEVELOPMENT PROPOSAL

Proposed Development

1. Describe through text and supporting graphic material, the proposed housing development project for this site. **Please reference Section 4** of this RFP and include information such as:
 - Size of proposed project and acreage required.

- Type of housing units proposed.
 - Size of residential units (i.e. square footage).
 - Total number of buildings and total proposed units.
 - Identify any non-residential components of the project. Examples include outdoor/indoor amenities or recreation spaces, main-level commercial uses within an apartment building etc.
2. Identify the compatibility and suitability of the proposal with neighbouring residential properties.
 3. Please identify plans for continued ownership and tenure. (ie. will these properties be for rent/lease or sale, bare land condominium, etc.?)

A large, empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for the user to provide detailed information in response to the questions listed above.

Building and Construction

4. Describe the proposed construction start date. If a phased development is being proposed, please identify various stages and approximate timelines for each stage.

5. Describe any special development features (parking lots, driveway access, building location, fencing, landscaping, etc.) including any servicing requirements. These should be illustrated on a conceptual site plan as noted in #1 above.

6. Will the proposed development include sustainable or net zero considerations? If yes, please describe:

7. Approximate Property Development Project Budget: \$ _____ CAD

SECTION #3 | HOUSING CONSIDERATIONS

1. Will your proposed development include a portion of affordable housing?
If yes, please identify the following considerations:
- What percentage or number of units would be identified as affordable?

- What type of housing units would be used as affordable units?
- What would the approximate pricing be for various sizes and types of affordable units (rental rates or purchase price)?
- Identify the length of term these units would remain as affordable housing.

2. What, if any, incentives would you require from the Municipality or Provincial Government to achieve the affordable housing components identified in this RFP?

The Province of Nova Scotia is encouraging creation of affordable housing through their *Affordable Housing Development Program* which provides funding by way of forgivable loans, with contributions determined on a combination of project attributes and provincial priorities. See the Housing Nova Scotia website for more details:
<https://housing.novascotia.ca/programs/AHDP-Program>

3. Please provide any additional information or considerations related to achieving affordable housing within the proposed project.

4. Please provide the following details on market housing components proposed within the RFP ?

- What percentage or number of units would be identified as market housing?
- What type of housing units are being proposed as market housing?
- What would the approximate pricing be for various sizes and types of market units (rental rates or purchase price)?

SECTION #4 | PURCHASE & FINANCING DETAILS

1. Please provide details on the proposed method of financing for the project:

2. Please provide a high-level overview of the financial viability of the project:

3. Proposed land purchase/transfer date: _____

4. Please identify any conditions you may have related to the purchase or transfer of municipal lands:

Signed by _____ *[name]* **as an agent/authorized representative of** _____ *[company name]*.

Signature: _____ **Date:** _____

APPENDIX 2: Location Map & Site Characteristics



