



THE CORPORATION OF THE TOWN OF COBOURG

TENDER BID RECEIPT LABEL

THIS LABEL MUST BE SECURELY ATTACHED TO THE FRONT OF THE SEALED ENVELOPE
CONTAINING THE TENDER BID.

ALL TENDER BIDS MUST BE RECEIVED AT:

LEGISLATIVE SERVICES, 55 King Street West, Cobourg ON K9A 2M2 905-372-4301

COMPLETED BY DEPARTMENT ISSUING TENDER BID	
TENDER BID NUMBER:	CO - 24 - 01 – PLN
TENDER BID NAME:	117 Durham Street, Cobourg
CLOSING DATE:	Friday, April 19, 2024
CLOSING TIME:	2:00 P.M.

COMPLETED BY COMPANY SUBMITTING TENDER BID	
SUBMITTED BY:	
COMPANY CONTACT:	
COMPANY NAME:	
COMPANY ADDRESS:	
COMPANY PHONE:	

LEGISLATIVE SERVICES USE ONLY		
TENDER BID RECEIPT:		
DATE:	TIME:	INITIALS:

LEGISLATIVE SERVICES USE ONLY			
TENDER BID OPENING:			
DATE:	TIME:	INITIALS:	INITIALS:

By-law 016-2012, Purchasing Policy (est March 19, 2012)
Part 7.1, Section 7, RETURN RECEIPT OF COMPETITIVE BID DOCUMENTS, Purchasing Policy,
"All tender bids will be issued from and received at the office of the Municipal Clerk, located at the
Main Floor of Victoria Hall, 55 King Street West, Cobourg, Ontario K9A 2M2,
using the appropriate label or envelope as provided in bid package."

THE CORPORATION OF THE TOWN OF COBOURG



REQUEST FOR PROPOSAL

INTRODUCTION

The Town of Cobourg (Town) is inviting interested parties to submit proposals to purchase, undertake, and develop vacant lands for housing purposes at 117 Durham Street, Town of Cobourg.

CLOSING

Proposals shall be submitted no later than **2:00 pm, Friday, April 19, 2024** and shall be received at the following address:

Brent Larmer
Municipal Clerk/Director of Legislative Services
Corporation of the Town of Cobourg
Victoria Hall, 55 King Street West
Cobourg, Ontario K9A 2M2

QUESTIONS

Any questions regarding this Request for Proposal should be submitted via email by 4:00 p.m. on or before **March 22, 2024** and addressed to:

Anne Taylor Scott, MCIP, RPP
Director, Planning & Development
Email: ataylorsscott@cobourg.ca
Telephone: 905 372 1005 Ext 4450

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Appendix B “Acknowledgements” – acknowledge the correct number of addenda received and provide signing authority. 30

Appendix C “Pricing” - complete this Appendix, providing all pricing information, as requested. 32

Appendix D “Sub-Consultants” – provide a complete list of all sub-consultants to be used in the provision of the goods/services. 33

Appendix E “Similar Work Experience and References” - provide a minimum of three references with related project experience that can be contacted by Town staff. References must be recent within five years. The Proponent must provide details about the goods/services provided. 34

Appendix F “Implementation Timetable” – Proponents shall include a list of major milestones and estimated dates and timelines from the Execution of the Agreement and Sale of Land..... 36

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1. INSTRUCTIONS TO PROPONENTS

1.1. SUBMISSION DETAILS

One (1) original proposal as well as a digital (PDF), shall be submitted no later than **2:00 pm, Friday April 19, 2024** and shall be received at the following address:

Brent Larmer
Municipal Clerk/Director of Legislative Services
Corporation of the Town of Cobourg
Victoria Hall, 55 King Street West
Cobourg, Ontario K9A 2M2

The time registered on the Town of Cobourg wall clock will be considered the official time when determining exact time of submission.

Proposals must be submitted in a sealed envelope and must clearly identify the name of the company, address of the company, and the statement:

“117 Durham Street, Cobourg”

Proposals must be submitted on the attached forms located in the Appendices. Proposals must not be restricted by a statement added to the Proposal form, or by a covering letter, or by alterations to the Proposal forms supplied, unless otherwise provided herein.

1.2. MODIFICATION OF BIDS

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the Request for Proposals.

The Town of Cobourg reserves the right to waive irregularities and to reject any or all bids. The Town of Cobourg also reserves the right to negotiate with the selected Proponent.

1.3. PROPOSAL OPENING

Following the Request for Proposal Deadline, bid sheets, including the proponents name, will be posted on the website on prior to the end of day on the day proposals are closed and opened. Proposal details will not be shared publicly following the RFP closure as the lands will be disposed of in accordance with the *Municipal Act* and the Town's By-law to Establish Procedures for the Sale of Land (By-law 013-2008).

1.4. INSURANCE AND INDEMNITY

The successful Proponent shall, at its own expense, obtain and maintain until the termination of contract, and provide the Town of Cobourg with evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Five Million (\$5,000,000) dollars, and shall include Town of Cobourg as an additional insured with respect to their operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property

damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses;

Professional liability insurance for an amount not less than two Million (\$2,000,000) dollars per claim with a Four Million (\$4,000,000) dollars aggregate.

Automobile liability insurance for an amount not less than Five Million (\$5,000,000) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.

The successful Proponent shall indemnify and hold the Town of Cobourg, its officials, agents and employees harmless from and against any liability, loss, injuries, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Proponent, its agents, officers, employees or other person for whom the Proponent is legally responsible.

1.5. PROPOSAL INQUIRIES

All inquiries should be written and directed (emailed) to the following contact before March 22, 2024:

Anne Taylor Scott, MCIP, RPP
Director, Planning & Development
Email: ataylorsscott@cobourg.ca
Telephone: 905 372 1005 Ext 4450

1.6. MANDATORY REQUIREMENTS

The Town is seeking proposals from Proponents who are both interested and capable of seeking planning approvals and delivering a housing project on the subject lands. The onus is on the Proponent to demonstrate their knowledge, understanding and capacity to deliver a housing project on the subject lands. The detail and clarity of the written submission will be indicative of the Proponent's expertise and competence and reflected in the proposal evaluation as provided in Section 3.2 of this RFP.

1.6.1. Mandatory Proposal Requirements

The Proponent shall provide one hard copy and one digital copy (PDF) to the Town. Proposals shall be clearly laid out to address the items listed below. Each proposal submitted must include a demonstrated understanding of the Town's objectives as stated in this RFP, a demonstration of the proponent's capability to undertake the proposed redevelopment and information about the proposed redevelopment. To be considered complete, in addition to all other requirements stated within this Request for Proposal, each proposal must be organized and contain the contents as provided below:

- ✓ Proposal Deposit in the amount of \$1,000.00.
- ✓ Proposal received at the location as detailed in Section 1.1
- ✓ Completion and Submission of Appendices 'A', 'B', 'C', 'D', 'E', 'F', 'G', and 'H'

- ✓ Signed and sealed Technical Proposal (in the form specified in 1.6.2 below) including proposed purchase price and sufficient evidence of suitable financial capacity.

1.6.2. Technical Report Requirements & Outline

To be considered complete, in addition to all other requirements stated within this Request for Proposal in 1.6.1, each submission shall include a technical report and must be organized and contain the contents as provided below:

Title page: Showing RFP number and title, closing date and time.

Letter of Introduction: Introducing the Proponent and signed by the person authorized to sign on behalf of and bind the Proponent to statements made in response to this RFP. This should contain the same signature as the person signing the submission forms/ Form of Proposal.

Table of Contents: Include page numbers identifying all included material.

Section 1: Executive Summary

Summary of the key features of the proposal.

- Description of the proposed development including a description of the proposed concept site plan and building format(s), target group for all suggested unit population, types of use and anticipated number of units, proportion of units to be designated affordable and the level of affordability achieved, impacts on adjacent properties and how to mitigate these impacts;
- General profile of the Company/Developer including years in business, average volume of work, number of employees and other pertinent Company information;

Section 2: Experience and Qualification

Description of Developer/Project team, including:

- Highlights of affordable and/or housing developments completed (preference will be given to developers that have previous and demonstrated successful affordable/rental housing developments);
- Provide a description of the structure of any partnerships or joint ventures;
- Description of the Proponents/Sub-Proponents key qualifications and experience for the required services completed within the past five (5) years;
- Previous experience in dealing with relevant affordable housing legislation, standards and regulatory authorities within Ontario;
- Provide information on the principal personnel who will be involved in implementing the proposed project.
- Include references and information that demonstrates any track record of success in housing projects properties or infill properties.
- Include information that demonstrates your organization's ability to finance the project including:

- Evidence of the proponent's ability to provide security, surety bond, project insurance or other means to ensure the remediation can be completed, once commenced.
 - Indicate the source(s) of funding for the proposed redevelopment project.
- Description of property management approach and customer service plan, where applicable (e.g. who will be the property manager, their experience, what level of customer service can residents expect, etc.)
- Proponents shall also identify any potential conflicts (of companies, contractors, sub-contractors or team members) and/or working relationships with the Town of Cobourg or Northumberland County.
- Include a letter stating that the proponent is aware that any successful proposal will require an APS&R with the Town of Cobourg and that the Town may, at its sole discretion, choose to include an option to repurchase the property should all or parts of the proposed redevelopment not proceed as described within the agreement.

Section 3: Proposed Concept Plan

Provide a comprehensive description of the development plan including:

- Overall concept plan rendering, typical floor plan renderings and elevations, and any other drawings that help to communicate the proposed development;
- Square metres or footage of proposed residential development.
- Overview of unit yield and sizes (square footage and number of bedrooms)
- Indicate the number of units that would be designated as affordable where "affordable" means as described within the Town of Cobourg's Official Plan (available on Town website).
- Indicate the number of units that would be designated as accessible in accordance with the Ontario Building Code, and where the development can exceed Ontario Building Code requirements.
- Reference to be made to the Downtown Master Plan and the Town's Urban Design & Landscape Guideline (provided with the RFP documentation)
- Preference will be given to a development that obtains or is committed to working toward Rick Hansen certification.
- Provide an overview of unit tenure (i.e., rental, geared to income, affordable, freehold, condominium, etc.)
- Provide a preliminary, but robust and thoughtful analysis of the technical engineering constraints of the site and how the proponents foresees these being addressed
- The height, in metres or feet, and storeys of proposed redevelopment (Note: Maximum height contemplated shall be 6 storeys and shall be subject to a zoning by-law amendment).
- The location, # of, size and conceptual design of any public parkland, private amenity/green space and pedestrian connections.
- Drawing(s) that clearly illustrate (in plan and elevation) the proposed redevelopment.
- A one page summary of the re-development plan is to be submitted with the tender package.

Section 3: Work Plan and Schedule

A detailed description of the proposed work plan and schedule.

Proponents shall provide a complete and reasonable development Implementation Timetable (Appendix F) which shall include and state all assumptions, including but not limited to, an outline of any anticipated municipal planning approvals required to permit the development (i.e. zoning by-law amendment, site plan control, etc.). Dates/milestones shall be presented in a Gantt Chart or similar format.

Projects are expected to begin construction by December 31, 2025, however some flexibility can be considered.

Section 4: Financial Feasibility

Provide as detailed as possible any proposed financing arrangement and how the Municipality's sale of land will enable the Proponent to maximize the creation of housing units throughout the development of the property. The Proponent's proposal should clearly articulate the source(s) of funding and be consistent with the proposed project financing plan as outlined.

Provide a detailed financial proposal for the purchase and redevelopment of the Site, including:

- the proposed purchase price,
- estimate of the cost of the proposed redevelopment,
- the proposed ownership structure and the details of any proposed owners not previously described, and
- sources of other funding such as federal, provincial, or municipal government grants, loans, etc.
- declaration of whether the project will be making an application for benefits under the Town's Affordable and Rental Housing Community Improvement Plan (CIP).
- Proponents are required to complete Appendix G based on the proposed development and shall include and state all assumptions when completing Appendix G – Anticipated Pricing.
- Proponents proposing Ownership shall include and state all assumptions when complete.

In order to assist the Municipality in determining the financial stability and capacity of the Proponent to perform and complete the work for this RFP, Proponents are required to submit the following information:

- A letter from their bank or financial institution, providing supporting evidence of suitable financial capacity to perform the value of the Work by confirming the amount of current credit availability, along with the length of time doing business with the Proponent.

In addition, the Municipality reserves the right in its sole discretion to obtain credit reports and/or any other available financial information deemed by the Municipality to be appropriate for any Proponent from established Credit Reporting Agencies.

Section 5: Additional Community Benefits / Features

Provide a meaningful estimate of the benefits to the Community anticipated from development of the Site. Where the Site will be developed in phases, estimate the timing of development and the incremental benefits from each phase of development. The benefit analysis should include, at a minimum:

- Non-residential and/or community facility space including green space, common areas and optional services used directly with the residential accommodation such as office space for support service providers;
- the total number of residential units;
- the number of affordable housing units created by the completed project where “affordable” means as defined by the County of Northumberland and the Town of Cobourg;
- the number of residential units designated as accessible for those with special needs; and,
- post-redevelopment property tax assessment revenues for the Town (for each phase, include estimated timing).

Section 6: Inclusion of Accessible Design Features

Description of how the proposed development plan will comply with AODA and how the development project will advance the objectives related to providing increased accessibility of Ontarians with disabilities. Proponents are encouraged to include barrier-free units with accessible features. Preference will be given to a development that obtains or is committed to working toward Rick Hansen certification.

Please note all documents submitted during the project must meet AODA requirements.

Section 7: Green and Sustainable Development Measures

Provide a meaningful summary of the project’s achievable reductions in energy consumption and greenhouse gas emissions relative to minimum requirements (i.e. meet or exceed current National Energy Code and Ontario Building Code requirements for new construction). The

proponent can draw from the Town's Official Plan, and the approved Integrated Community Sustainability Plan and pending Green Development Standard.

1.6.3. Appendices

The Proponent shall fill out and submit with their proposals the following mandatory forms:

- Appendix A "Standardized Cover Page"
- Appendix B "Acknowledgements" – acknowledge the correct number of addenda received and provide signing authority.
- Appendix C "Pricing" - complete this Appendix, providing all pricing information, as requested.
- Appendix D "Sub-Consultants" – provide a complete list of all sub-consultants to be used in the provision of the goods/services.
- Appendix E "Similar Work Experience and References" - provide a minimum of three references with related project experience that can be contacted by Town staff. References must be recent within five years. The Proponent must provide details about the goods/services provided.
- Appendix F "Implementation Timetable" – Proponents shall include a list of major milestones and estimated dates and timelines from the Execution of the Agreement and Sale of Land.
- Appendix G "Anticipated Pricing – Rental & Home Ownership" Proponents are requirement to complete Appendix G based on the proposed development.
- Appendix H "Conflict of Interest Declaration"

2. TERMS OF REFERENCE

2.1. BACKGROUND

The Corporation of the Town of Cobourg is seeking proposals from qualified proponents to purchase and develop lands for housing purposes. Interested proponents may submit proposals for ownership and development of the developable portion property which consists of approx. 1.29 hectares (3.18 acres) of vacant land at 117 Durham Street, Cobourg, Ontario. The waterfront, boardwalk, open space and public parkland provided as part of the future development will remain in public ownership. The exact limits of the land to be transferred have not yet been determined by legal survey but would be determined through the disposition process. Guidance on the developable limit is taken from the completed Environmental Impact Study.

On April 11, 2023 Council passed the following Resolution 130-23:

WHEREAS at the Committee of the Whole meeting on, April 3, 2023, Council considered a memo from the Director, Planning and Development and the Director, Community Services, regarding 117 Durham St Property – Initial Considerations;

NOW THEREFORE BE IT RESOLVED THAT Council direct a balanced mix of parkland, market and affordable residential units with direction to staff to commission studies necessary to determine the development limit (funded by proceeds of eventual sale of the land); and to proceed with a formal Request for Proposal process for the disposal of the developable lands, and

FURTHER THAT public engagement occurs early in the process to invite public feedback on the use of the lands.

FURTHER THAT Council approve the operation of 117 Durham Street as a temporary recreational and athletic facility for the spring and summer 2023 season while long-term plans for the property are determined.

The primary objective of this call for proposal is to recuperate costs from recent purchase of surplus school lands and to address the housing crisis in the Town of Cobourg, while maintaining the waterfront, boardwalk, and open space in public ownership:

- a. Generate revenues to compensate for recent land purchase costs;
- b. Return and increase annual property tax revenues;
- c. Neighbourhood enhancement and support through intensification of urban land;
- d. Addition of a full range of housing, including affordable housing to meet the Town of Cobourg's definition, through infill development;
- e. Plan, provide and dedicate high quality parkland (as per *Planning Act* requirements at a minimum) to integrate and connect with the open space/boardwalk lands retained by the Town of Cobourg; and,
- f. Showcase development with a focus on sustainable and accessible development.

Subject to award, it is the Town's intent to negotiate an Agreement of Purchase and Sale (APS) with the successful proponent. The APS shall:

- a) be completed within the timelines indicated in Section 2.4; and,
- b) be acceptable to the Town of Cobourg at its sole discretion; and,
- c) contain timelines for property redevelopment milestones.

and the Town shall maintain an option to repurchase should timelines, property taxes or other requirements not be complied with.

With an APS in place, the Town will vest title in the property to the successful proponent as per the agreement.

2.2. LAND USE PLANNING CONTEXT

The Town of Cobourg

The Town of Cobourg is one of seven (7) lower tier municipalities located in the County of Northumberland. Cobourg is considered a serviced urban settlement area in its entirety although extension and expansion of services is necessary to fully develop to its borders.

The Town of Cobourg is the largest and fastest growing urban centre in Northumberland County and the next largest urban centre heading east of the GTA on the 401 corridor. Cobourg is a lakeshore community with a population of 21,360 (2021). By 2051, Cobourg is expected to increase by 11,000 people and reach a total population of 32,100.

Qualified proponents are invited to submit proposals for the purchase and development of lands located along the west side of Durham Street just north of the Lake Ontario shoreline and municipally known as 117 Durham Street, Cobourg. It is the intent of the Town that this property be used to increase the supply of housing within the Town by providing a balanced mix of housing and parkland on the subject lands.

The subject lands have a developable area of approximately 1.29 hectares which has been informed by an Environmental Impact Study prepared by Cambium, dated February 22, 2024.

Surrounding land uses include:

To the North: Low rise residential development between 1 and 2 storeys in a stable residential area

To the East: Multi-unit residential development between 1 and 4 storeys – Legion Village

To the South: Lake Ontario and associated hazard lands, open space and boardwalk

To the West: Low rise residential development between 1 and 2 storeys in a stable residential area and vacant residential land

Provincial Policy Statement

The PPS states that Settlement Areas shall be the focus of growth and that land use patterns be based on the efficient use of infrastructure and services that are available. The PPS promotes building strong communities by accommodating an appropriate and wide range forms and densities of housing that includes affordable, market-based, and other tenures to meet the needs of current and future residents.

Provincial Growth Plan

The Provincial Growth Plan, 2020 encourages intensification in built-up areas that promotes better utilization of existing infrastructure, and supports a range and mix of housing options, including affordable housing to service all sizes, incomes and ages of households.

County of Northumberland Official Plan

According to the County's Official Plan the site is within a designated Urban Area. The County's objectives for urban residential areas are as follows:

- i) Maintain and enhance the character and identity of existing residential areas;
- ii) Encourage the provision of a range of housing types to accommodate persons with diverse social and economic backgrounds, needs and desires while promoting the maintenance and improvement of existing housing;
- iii) Promote the efficient use of existing and planned infrastructure and public service facilities by supporting opportunities for various forms of residential intensification, where appropriate;
- iv) Encourage increases in density in new development areas to maximize the use of infrastructure and minimize the amount of land required for new development;
- v) Promote a variety of complementary and compatible land uses in residential areas including special needs housing, community facilities, schools, small-scale commercial uses and recreational open space areas;
- vi) Encourage a high standard of urban design for development and redevelopment;
- vii) Encourage local municipalities to establish comprehensive design guidelines and policies to foster the establishment of communities that are safe, functional and attractive; and,
- viii) Implement street designs that provide for pedestrian, cycling and other non-motorized modes of transportation to help create more healthy and complete communities.

It is the goal of this Plan to meet the County's current and future housing needs by:

- i) Monitoring and ensuring that there is a minimum 10 year supply of land for residential development in urban areas with sufficient water and wastewater capacity;
- ii) Ensuring the provision of an appropriate range of housing types and densities to meet the needs of current and future residents;

- iii) Assisting in the achievement of residential intensification and affordable housing by encouraging opportunities for mixed-use development in appropriate locations;
- iv) Permitting the development of secondary suites;
- v) Encouraging the use of surplus public lands for affordable housing only if the site is appropriate for such a use and located where the use would be compatible with adjacent uses;
- vi) Encouraging the development of seniors housing in the County;
- vii) Encouraging the provision of alternative forms of housing for special needs groups;
- viii) Supporting universal physical access and encourage the building industry to incorporate such features in new residential structures;
- ix) Encouraging the development and redevelopment of lands within settlement areas and in appropriate locations at higher densities to maximize the use of infrastructure; and,
- x) Encouraging the redevelopment of brownfield properties and incentives to achieve it.

Town of Cobourg Official Plan

The subject lands are designated Major Institutional, with the shoreline area designated as an Environmental Constraint Area.

Major Institutional areas can be redeveloped for residential use once the institutional use ceases to operate.

This site is also considered a Unique Site (Policy 3.2.4) and is within the limits of a Stable Residential Area (3.4.3.1)

Section 3.2.4 states that in evaluating proposals for new development, a detailed analysis of the site shall be required by the Town including submission of the following studies:

- i) Master plan which addresses the transition from the existing development to the interim and ultimate redevelopment of the site; and,
- ii) Supporting technical studies as set out in the Official Plan, but including in particular an urban design analysis and a sustainability strategy.

Further the Official Plan provides under Section 3.2.4 that the following criteria will be used to evaluate such development proposals in addition to the other applicable policies of this Plan:

- i) height, massing and scale are appropriate for the site in relation to adjacent Stable Residential Areas, and with respect to existing and proposed new streets, transit facilities, parks and open space;
- ii) ground floor uses, and the design of the ground floor of buildings, will maximize the safety and activity of adjacent streets and open spaces, in particular development will be oriented to public streets, and reverse lotting shall not be permitted;

- iii) service areas and surface parking will not be located in the front yard of buildings and will be located and screened to minimize impacts on streets and residential uses;
- iv) public safety, views and accessibility, both physically and visually, to public facilities including parks and other natural features, will be a key consideration in the design of development;
- v) building design which ensures that shadow impacts, particularly on the backyards of existing residential buildings in adjacent Stable Residential Areas, are minimal;
- vi) the Town is satisfied with the proposed grading, drainage and stormwater management, and, in particular, there is no impact on adjacent properties;
- vii) protection of trees and other natural features identified as significant by the Town;
- viii) does not hamper or prevent development of adjacent properties;
- ix) development provides sufficient parking, the majority of which will be underground or in parking structures; and,
- x) transit and other transportation facilities are adequate to serve the proposed development, or specific measures are proposed to address the identified issues.

Evaluation of New Uses (3.6.3.1)

Applications for approval of new uses in the Major Institutional Area designation shall be evaluated based on their conformity with the following criteria:

- i) proposed uses, buildings and structures are of a size and scale
- ii) which can be appropriately integrated with the character of the adjacent area, particularly any residential areas;
- iii) located with direct access to collector and arterial roads;
- iv) designed to ensure that there are no significant negative impacts
- v) with respect to privacy and shadowing, and that appropriate buffering can be provided for any adjacent lands in the Residential Area designation;
- vi) conforms with the policies of Section 5.5, Cultural Heritage Preservation and preserves designated and listed cultural heritage buildings and structures, and where located adjacent to such buildings and structures is designed to be compatible;
- vii) maximum height of six storeys; and,
- viii) maximum floor space index of 2.0.

The Official Plan establishes an affordable housing target of 10% of any project which in total is in excess of 25 units.

The lands are within the defined Built Boundary (as per Growth Plan) and within a Stable Residential Area. This site will contribute to intensification targets in accordance with the Growth Plan. Intensification in Stable Residential should be modest and incremental. Policy 3.4.3.4 states that the maximum height for residential development shall be three storeys in Stable Residential Areas.

Durham Street is a local road which is intended to serve local and neighbourhood traffic. The ability to accommodate densities that result in traffic impacts will be impacted by the site's location on a local road versus a class of road that is designed and planned for greater traffic volumes (i.e., a collector or arterial road).

The subject lands are not part of a Heritage Conservation District however the lands are adjacent to the West Heritage Conservation District.

The proponent should consider other key policy objectives of the Official Plan, including but not limited to Section 3.2.5 Affordable Housing, Section 4.3 Park Land System, 4.8 Sustainability Strategy (now implemented by the Town's approval of an Integrated Community Sustainability Plan), Section 5 Community Design and Improvement, and Section 7 Municipal Infrastructure Strategy. These and other policies will be relied upon during the evaluation period and during the municipal approvals process.

Depending on the nature of the proposal selected, an Official Plan Amendment may be required to adjust height, density or other policy directives. This determination would be made during the required pre-consultation process.

Zoning By-law

The subject lands are zoned Open Space (OS) and Environmental Constraint (EC). Housing is not a permitted use at this time and a Zoning By-law Amendment is required.

Planning and Design/Development Considerations

Preference will be given to the widest range of built forms, unit sizes, a variety of building heights (between one and six storeys) and tenure, and provided appropriate due diligence of engineering considerations has taken place. While there may be policy support for up to 6 storeys, the proponent's proposal must be sensitive to the surrounding neighbourhood. Densities and heights will be guided and limited by the findings of the technical studies.

All projects are subject to normal local, regional, and provincial planning and building code requirements, and related regulations. All proposals will require the appropriate approvals to be in place and is or will be compliant with all regulations.

The Proponent should consult with the Town for planning and other building requirements prior to submitting their proposal. The successful Proponent will be responsible for completing and obtaining all necessary planning and development approvals in a timely manner and will be expected to work collaboratively with Municipal staff to achieve the same.

Technical Engineering Considerations for the Development

Early Due Diligence is Required on Engineering Matters

The proponents engineering consultant shall be involved in providing preliminary advice on the availability of sanitary servicing. Following selection of a successful proponent, a sanitary sewer flow monitoring study for a minimum of four (4) month duration including RDII analysis to

determine existing sewer pipe capacity including proposed sanitary flows to the satisfaction of Town staff will be required. For information purposes, the site would drain to the McGill Street Sanitary Pump Station and then directed to WPCP#2 located in the east end of Cobourg.

Results of a Phase 1 and 2 Environmental Site Assessment are being shared as part of the RFP materials.

Given the site's location in stable urban residential area and the development of this site will generate traffic that this neighbourhood has not experienced the proponent must give careful thought to the existing road network and ability to accommodate increased traffic.

The Town's Engineering Department offers the following preliminary engineering comments that would have to be addressed prior to development:

- The extension of watermain on Durham Street is needed to service the subject property.
- A private sanitary pump station is needed and to be contained within the subject lands with a private sanitary forcemain located in a private easement within the Durham Street municipal right-of-way. Forcemain to connect to existing maintenance hole at Sydenham Street /Durham Street, subject to available sewer capacity based on flow study monitoring results.
- There are local repairs required to the existing sanitary sewer (40m) on Orr Street which is causing blockages to the Durham Street sanitary sewer.
- Durham Street (260m) would need to be reconstructed to an urban standard including a sidewalk on the west side of Durham from Sydenham Street southerly to the existing road dead end with a cul-de-sac. It is envisioned the urban standard to include two (2) through lanes with a parking lane and giving consideration to pedestrian connections to the Cobourg beach boardwalk.
- Due to the topography and existing under sized storm sewers located north of the subject lands, the construction of a new storm sewer outlet to Lake Ontario will be required.

Unit Sizes

Affordable Units must be modest in size and amenities relative to other housing in the community. Units are expected to be self-contained.

Unit sizes shall comply with the Ontario Building Code (as amended) for minimum unit size. For the Ontario Building Code, please reference: <https://www.ontario.ca/laws/statute/92b23> (use Act tab, or Regulations tab for most up to date versions).

Accessory Dwelling Units are encouraged where all technical requirements can be met as per the direction of Bill 23 and the Zoning By-law, including the provision of adequate parking.

Non-Residential Space

A percentage of the total available space may be used for non-residential purposes, including, green space, common areas and services used directly with the residential accommodation such as office space for support service providers.

Accessible Design

Proponents are encouraged to include barrier-free units with accessible features. Examples of these features may include ramps, grab bars, wider doorways and/or lower cabinets, as well as provisions for persons with hearing and vision impairments, storage for accessible equipment. Any proposed Barrier free units must meet minimum standards of the Ontario Building Code.

The overall site plan would also include accessibility design measures when designing walkways, common areas, amenity space, landscaping, and lighting. A Rick Hansen certified development or working towards certification would improve scoring in this area.

Energy Efficiency, Building Design and Sustainability

Proponents are encouraged to submit proposals/designs that maximize the achievable reductions in energy consumption and greenhouse gas emissions relative to minimum requirements (i.e. meet or exceed current National Energy Code and Ontario Building Code requirements for new construction).

While the Town of Cobourg has not introduced a Green Development Standard, scoring will be allocated to projects that implement measures that would have the effect of meeting the Town's sustainability objectives. Examples could include:

1. Provision of facilities to accommodate electric vehicles and charging stations
2. Alternatives to traditional forms of heating and cooling
3. Measures to improve building efficiency and performance
4. Low Impact Development measures
5. LEED certification (or fulfilling objectives of the certification)
6. Reducing heat island effect
7. Improving ecological integrity of the waterfront and shoreline area

Affordability Requirements

There are various key affordability requirements, including affordable market rents/purchase, maximum income limits, targeted tenant types and selection, affordable rent/purchase for the duration.

Each level of government provides variation on the definitions of affordable. Federal and provincial definitions and project qualifications differ from the Town of Cobourg and the County of Northumberland definitions (which are aligned).

While the best communities are ones that provide the widest array of housing options and tenures, preference will be given to proposals that include units that will satisfy both the County and Town's definition of affordable, as defined.

In the case of ownership housing, the least expensive of: housing for which the purchase price results in annual accommodation costs which do not exceed 30% of gross annual household income for low and moderate income households; or,

housing for which the purchase price is at least 10% below the average purchase price of a resale unit in the regional market area.

In the case of rental housing, the least expensive of: a unit for which the rent does not exceed 30% of gross annual household income for low and moderate households; or, a unit for which the rent is at or below the average market rent of a unit in the regional market area.

Proponents proposing an affordable ownership model shall include a detailed outline and plan to set and regulate prices including time frame.

2.3. ATTACHMENTS FOR REFERENCE

The following information is available to the Proponent:

- Attachment A – Key Map
- Attachment B – Staff Report – April 2023
- Attachment C – County of Northumberland Official Plan
- Attachment D – Town of Cobourg Official Plan
- Attachment E – Phase 1 & 2 Environmental Site Assessment
- Attachment F – Environmental Impact Study
- Attachment G – Town of Cobourg Affordable & Rental Housing CIP
- Attachment H – Integrated Community Sustainability Plan
- Attachment I – Urban Design & Landscape Guideline
- Attachment J – Downtown Master Plan

2.4. SCHEDULE & TERM OF PROJECT

This RFP process will be governed according to the following schedule. Although every attempt will be made to meet these dates, the Town reserves the right to modify any or all dates at its sole discretion. The term of the project shall be determined by the progress of negotiations of any APS which results from this RFP process.

February 23, 2024	Release of RFP CO-24-01 PLN
March 22, 2024	Deadline for Proponents to submit questions
March 29, 2024	Deadline for the Town to respond to questions
April 19, 2024	RFP closes
By 4pm April 22, 2024	Bid Sheets Available for Public Viewing
April/May 2024	Evaluate proposals and interview those who submitted qualified proposals
June 2024	Consideration by Standing Committee/Council
June 2024	Enter into Agreement of Purchase and Sale subject to Conditions

Prior to December 31, 2025	Site Preparation/Construction to commence
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2.5. PROJECT FUNDING AND COSTS

All costs associated with the award of a property to a proponent and subsequent title transfers, due diligence, development applications, inspections, engineering, remediation, construction, insurance, financing, etc., are the sole responsibility of the proponent.

Notwithstanding the above, the Proponent is encouraged to seek out funding opportunities for the development of housing at all levels of government and may apply to the Town of Cobourg's Affordable and Rental Housing CIP.

The Town of Cobourg also awaits the results of funding through the Housing Accelerator Fund. Part of the funding application targeted initiatives related to the disposition of Town-owned lands for housing purposes. Funding support for this project under that program may be available, subject to Council approval, however the results are not known at the time of drafting this RFP.

2.6. ASSUMPTIONS

In preparing a response(s) to this Request for Proposal, the proponent will assume the following:

- a. The Town cannot dispose of land without being compensated with fair market value however an exception to this provision is contained in the Town's Affordable and Rental Housing Community Improvement Plan and specifically reference in Section 3.8.8 of the CIP Document:
 1. The Town may, in its discretion, donate, lease or sell any surplus property of the municipality at below fair market value for the purposes of redeveloping such surplus lands for the purposes of affordable and/or rental housing.
 2. The Town may, in its discretion, guarantee borrowing, or provide for a total or partial exemption from any levy, charge or fee for the purposes of affordable and/or rental housing.
- b. The Town cannot fetter its discretion to make, approve or modify Official Plan policies or zoning by-laws by contract or agreement as a result of this RFP or consequent agreements.
- c. The only information available to the Town concerning the Site is as disclosed in this RFP. The Town makes no warranties or representations that the reports and information are accurate or complete. Any reliance on the provided information is at the sole risk of the proponent.
- d. The Town makes no warranties or representations as to the environmental condition of the Site or the condition of any structures on the Site. It is the responsibility of the proponent to satisfy itself as to the condition of the Site and the fitness of the Site for any intended or proposed uses. The Town assumes no liability for the condition of the Site whatsoever.
- e. Any APS will be for a sale of the Site on an "as-is-where-is" basis only. There will be

- no warranties or representations as to the environmental condition of the Site by the Town.
- f. Any APS will contain clauses obligating the purchaser to submit detailed remediation and development plans within timeframes established in the APS&R and will obligate the purchaser to meet those timeframes.
 - g. Any APS sale will require indemnities to hold the Town harmless and indemnify the Town against any third party claims and regulatory orders issued related to the Site.
 - h. Any APS will contain an option for the Town of Cobourg to take back title to the subject property, without compensation to the proponent, should the requirements and schedules for the remediation and redevelopment of the subject property not be complied with in a meaningful way.
 - i. This RFP does not address Development Charges or Impost Fees on the subject properties. Development Charges or Impost Fees are subject to the designated Town by-laws.

The information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Town of Cobourg, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

2.7. MEETINGS

The proponent will work closely with Town of Cobourg Staff and include regular progress meetings, pre-consultation discussions, and statutory public meetings as required by the *Planning Act*. The Town of Cobourg also reserves the right to perform any additional Public Engagement as may be deemed necessary throughout the term of the project. Meetings may be held either in person or virtually, at the discretion of Town of Cobourg Staff.

3. AWARD AND APPROVAL

3.1. MANDATORY CONDITIONS

All Proposals will be reviewed by a Purchasing Representative to ensure compliance of mandatory conditions. Any Proposal not meeting all of the mandatory proposal requirements noted in Section 1.6 will be rejected. The mandatory submission requirements must be met before Proposals will proceed to the Rated Evaluation Stage. Failure to comply with these mandatory provisions disqualifies the Proposal from further consideration.

3.2. PROPOSAL EVALUATION

An evaluation team comprised of staff members will review all Proposals received and score them in relation to the evaluation criteria and points identified in this section. As part of the evaluation, one or more Proponents may be invited to attend a formal interview with the evaluation team to provide clarification on their Proposal.

The Project Authority intends to select a Proponent on the basis of demonstrated experience of housing development, including experience in market, rental and affordable housing projects,

quality of work and best overall value to the Town as demonstrated by the Proposal which attains the highest score out of the maximum 100 points available based on the evaluation criteria in this section.

Selection of the successful Proponent will be subject to review and approval by Town Council. The award of a Proposal that has been approved by Cobourg Town Council will only result in a binding agreement upon the completion of an APS between the Town of Cobourg and any successful proponent.

The contents of the Proposal shall be composed in the format shown below addressing the evaluation criteria, which will be scored in relation to the points as stipulated.

The Town of Cobourg uses a value-based approach to selecting proposals and will evaluate each proposal based on its own merit, giving specific attention to completeness of the criteria provided below. Pricing will be considered separately from the criteria below.

CRITERIA	ASSIGNED WEIGHT (A)	UNIT POINTS AWARDED (B)	TOTAL POINTS (A * B)	REMARKS
<p><i>Development Plan</i></p> <p>Does the plan Include a high quality of urban design and a development that provides the best mix and variety of market, freehold, affordable, and rental housing units; high quality public parkland with excellent connections between public park/open spaces and private amenity spaces?</p> <p>Has the proposal fulfilled Council direction?</p> <p>On a preliminary basis are the Objectives of the Official Plan being followed?</p> <p>Does the proposal demonstrate an awareness of the site's location in a stable residential area?</p> <p>Does the proponent's proposal demonstrate an understanding on how the technical and</p>	30			

engineering items have informed the plan.				
<i>Experience, Qualifications and Project Understanding</i> Has the proponent demonstrated a strong understanding of the Town's goals and objectives for this site? Do the project members have demonstrated experience successfully and efficiently delivering a housing project of this scale? What was the outcome of the reference check?	25			
<i>Financial Plan</i> Has the proponent provided the following: Evidence of financial competence Equity contribution Mortgage financing details; Proposed rent level Financial viability of proposed capital/operating budgets to complete construction and operation of the Project Project Budget	20			
<i>Additional Community Benefit</i> How does the project align with Council's approved Strategic Plan? Does the proposal meaningfully	5			

<p>attempt to address the housing crisis?</p> <p>Does the proponent's plan offer a broader community benefit that will extend beyond the limits of the property?</p> <p>Does the proposal fulfil other major corporate goals (as an example the Town's Equity Diversity and Inclusion Strategy?)</p> <p>How would the project impact the Town's financial position?</p>				
<p><i>Sustainable Development Measures</i></p> <p>Does the project commit to providing facilities for Electric Vehicles and/or will the site be EV Ready?</p> <p>Has the project committed to any green infrastructure/low impact development measures?</p>	10			
<p><i>Measures to enhance accessibility and adherence to AODA</i></p> <p>Does the project provide accessible dwelling units beyond the minimum OBC requirements?</p> <p>Has the project committed to providing quality accessible common spaces within buildings – ie meeting spaces, common kitchens, indoor recreational facilities</p> <p>Has the overall concept design</p>	10			

considered how user will be accessing and using the site through an accessibility lens with a focus on accessible pathways; ease of connections to and from Durham Street, the public open spaces, the boardwalk parkland but also through the private development site. BONUS: An additional 5 points will be allocated to a development proposal that would commit to providing a component of the development that would achieve the Rick Hansen certification				
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Points

<i>POOR</i>	<i>1 – 3</i>
<i>FAIR</i>	<i>4 – 6</i>
<i>GOOD</i>	<i>7 – 8</i>
<i>EXCELLENT</i>	<i>9 – 10</i>

Pricing

The price associated with the offer to purchase will be compared to each subsequent proponent’s offer to purchase by Council to assist in determining the best overall offer to purchase. The Proponent with the highest offer to purchase will not necessarily be selected.

The assigned weight of each criterion is multiplied by the appropriate degree of satisfaction to yield the total points. Summation of the total points for each criterion yields a total score, which represents the overall degree of satisfaction with each proposal.

Selection of a proposal(s) will be based on all the above criteria (but not solely limited to the above) and any other relevant information provided by the Proponent(s). The Town reserves the right to prioritize and weigh the importance of each criterion confidentially. The Town will not be liable for any costs incurred by Proponents in the preparation of Proposals, site inspections, interviews, or any other services that may be requested as part of the evaluation process.

Scored by: _____

Date: _____

Score: _____ Rank: _____

The Town reserves the right to contact any Proponent to seek clarification of the contents of their Proposal.

3.3. EVALUATION COMMITTEE

Each Proponent's Proposal will be fully reviewed, evaluated, and scored by a Selection Committee made up of Town employees from Planning & Development Division, Development Engineering, Legislative Services, Corporate Services, and Community Services, provided that the Proponents proposal has first passed the mandatory requirements.

As part of the evaluation process, Proponent(s) and/or any third parties listed in the Proposal may be contacted to verify and/or provide clarification on the Proposal.

3.4. BID ACCEPTANCE

The Town of Cobourg reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the Proposal, and to award contracts to one or more Proponents submitting identical Proposals as to price; **to accept or reject any Proposal in whole or in part;** to waive irregularities and omissions, if in so doing, the best interest of the Town of Cobourg will be served. No liability shall accrue to the Town of Cobourg for its decision in this regard.

Following receipt and evaluation of the Proposals, municipal lands will be disposed of in accordance with the Municipal Act and the Town's By-law to Establish Procedures for the Sale of Land (By-law 013-2008) and subject to Council direction.

3.5. REQUIREMENTS UPON AWARD

The successful Proponent shall not make any claims for additional costs, or expenses, due to the delay in, or cancellation of, the award of this RFP.

The successful Proponent will be required to enter into an Agreement of Purchase and Sale and shall be subject to conditions as approved by Council.

Municipal lands will be disposed of in accordance with the Municipal Act and the Town's By-law to Establish Procedures for the Sale of Land (By-law 013-2008).

4. STANDARD TERMS & CONDITIONS

4.1. CLARIFICATION OF PROPOSAL DOCUMENTS

Any clarification of the Proposal documents required by the Proponent prior to submission of its Proposal shall be requested through the Town of Cobourg. The Proponent and the Town of Cobourg hereby agree that in no case shall oral arrangements be considered.

No officer or employee of the Town of Cobourg is authorized to alter orally any portion of these documents. During the period prior to submission of Proposals, alterations will be issued to Proponents as written addenda. The Proponent shall list in its Proposal all addenda that were considered when its Proposal was prepared.

4.2. PROOF OF ABILITY

The Proponent may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified completion date.

4.3. DELIVERY

Time shall be material and of the essence of this contract. The Proponent shall be responsible for arranging its work so that completion shall be as specified in the contract.

4.4. PRICING REQUIREMENT

Prices shall be in Canadian Funds and shall include charges of every kind attributable to the work. Harmonized Sales Tax shall be shown as indicated in Appendix C.

The proposed prices shall not be subject to adjustment for any additional costs incurred by the company, except as may be provided elsewhere in this document.

4.5. TERMS OF PAYMENT (NOT APPLICABLE)

Payment of contract shall be in accordance with the terms of payment indicated in the contract.

The Town of Cobourg shall have the right to withhold from any sum otherwise payable to the company such amount as may be sufficient to remedy a defect or deficiency in the work, pending correction of same.

4.6. ASSIGNMENT

The Proponent shall not assign the contract or any portion thereof without the prior written consent of the Town of Cobourg.

4.7. LAWS AND REGULATIONS

The Proponent shall comply with relevant Federal, Provincial and Municipal statutes, regulations and By-laws pertaining to the work and its performance. The company shall be responsible for ensuring similar compliance by its subcontractors.

The contract shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

4.8. STANDARD AGREEMENT

An Agreement between the successful Proponent(s) and the Town of Cobourg will be required.

4.9. SUB-CONSULTANTS/PARTNERS

List any sub-consultants/partners that the Proponent intends to use for this assignment on the form provided in Appendix D.

4.10. DISCLOSURE

After the Proposal Opening, requests may be submitted to the Town of Cobourg for the results, and only the names of Proponents will be given in the reply.

4.11. OWNERSHIP

Any and all drawings, specifications, studies, electronic data, estimates, inventions, discoveries, improvements, concepts, enhancements, and ideas or any portion thereof that the Company may conceive, make, invent or suggest, either solely or jointly with the Town of Cobourg at any time during the provision of the Services, whether at the request or upon the suggestion of the Town of Cobourg, and whether or not patentable or copyrightable (and such drawings, enhancement, idea, program or portion thereof and any and all derivative works created or prepared from the foregoing being hereinafter referred to as "Work Product") shall fully, freely and immediately be communicated by the Company to the Town of Cobourg and shall belong to and be the Town of Cobourg's sole and exclusive property. The Company shall not at any time, whether during or after the termination or expiration of this Agreement, apply for any letters of patent, design, copyright, trademark, or other form of protection whatsoever in Canada or elsewhere for the Work Product.

The Company hereby irrevocably assigns to the Town of Cobourg any right, title, or interest the company now has or may hereafter acquire in, to, and under all Work Product, and to any patent, copyright, trademark, or other proprietary or intellectual property rights or interest in, to, and under such Work Product. The Town of Cobourg shall be the sole and exclusive owner of all patents, copyrights, trade secrets and other proprietary or intellectual property right or interest in connection with such Work Product.

Appendix A “Standardized Cover Page”

**Town of Cobourg
Request For Proposal
117 Durham Street, Cobourg**

Name of Company, Firm or Individual

Unit Number and Street Address

City

Province

Postal Code

Website

Business Number

Telephone Number

Fax Number

Contact Person

Email

Appendix B “Acknowledgements” – acknowledge the correct number of addenda received and provide signing authority.

Received Addenda No: _____ to No: _____ Inclusive

The undersigned hereby agrees to perform the Work specified in this Request for Proposal No. CO - 24 - 01 – PLN, in accordance with all the terms and conditions, for proposed purchase price.

Furthermore, it is certified that the undersigned is/are authorized and empowered to sign and submit this bid. Executed by me/us and bearing date this _____ day of _____, 2024.

The undersigned hereby declares that, to its knowledge,

- i. no Councilor, official or employee of the Municipality has any direct or indirect beneficial interest, whether financial or otherwise, in the undersigned, or in their performance of the Work; and
- ii. the undersigned is not engaged in any other Works nor is it providing Work to any other Party that would give rise to an actual or potential conflict of interest.

The undersigned hereby declares that they have no direct or indirect financial interest that would give rise to an actual or potential conflict of interest.

The undersigned hereby declares that they have received and either signed or acknowledged all Addenda issued by the Municipality and that they have been taken into account in the formation of their Proposal.

The undersigned hereby declares that the Municipality reserves the right to cancel the Award or Agreement if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the contracted Developer / Company in completing the Work, and that the Municipality’s determination regarding any questions of conflict of interest shall be final.

The undersigned hereby declares that, in submitting a Proposal, they acknowledge, understand and accept all the conditions noted herein.

The signature and witness to signature OR signature and Corporate/Legal Seal is required for Proposal to be valid. Failure to provide both the signature and the witness to signature OR signature and Corporate/Legal Seal may result in the Proposal being rejected.

Witness

Signed (Must be Signing Officer of Company)

Print Name of Above Signing Officer

Position

Please Affix Corporate Legal Seal

Name of Company

Appendix C “Pricing” - complete this Appendix, providing all pricing information, as requested.

The Proponent shall provide an Offer to Purchase, include any / all conditions pertaining to this purchase.

The pricing submission should be an all-inclusive price.

Description	Purchase Offer
Total purchase price	\$

Appendix D “Sub-Consultants” – provide a complete list of all sub-consultants to be used in the provision of the goods/services.

Name of Company	Address	Main Contact Person and Telephone Number

Appendix E “Similar Work Experience and References” - provide a minimum of three references with related project experience that can be contacted by Town staff. References must be recent within five years. The Proponent must provide details about the goods/services provided.

Proponent's Company Name: _____

Proponents are to provide reference contact information of this form and include with their bid submission.

Any Proposals received which does not include three satisfactory references may be rejected by the Municipality. References should be for work/services similar in size and nature which has been provided within the past five (5) years. The Municipality reserves the right to contact any or all of a Company's references.

Reference #1	Reference Details:
Name of Organization:	
Project Name:	
Description of Services Provided:	
Completion Date:	
Contact Person:	
Phone Number:	
Email Address:	

Reference #2	Reference Details:
Name of Organization:	
Project Name:	
Description of Services Provided:	
Completion Date:	
Contact Person:	
Phone Number:	
Email Address:	

Reference #3	Reference Details:
Name of Organization:	
Project Name:	
Description of Services Provided:	
Completion Date:	
Contact Person:	
Phone Number:	
Email Address:	

Appendix F “Implementation Timetable” – Proponents shall include a list of major milestones and estimated dates and timelines from the Execution of the Agreement and Sale of Land.

Applicant to prepare and complete and attach to proposal.

Appendix G “Anticipated Pricing – Rental & Home Ownership” Proponents are requirement to complete Appendix G based on the proposed development.

Applicant to prepare and complete and attach to proposal.

Appendix H “Conflict of Interest Declaration”

For the purposes of this RFP, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of The Corporation of the Town of Cobourg in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of the contractual obligations contemplated in the agreement that is the subject of this procurement, the proponent’s other commitments, relationships, or financial interests could, or could be seen to, (i) exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement, or (ii) compromise, impair, or be incompatible with the effective performance of its contractual obligations.

☐ The proponent declares that there **is no** actual or potential Conflict of Interest relating to the preparation of its proposal, and the proponent does not foresee an actual or potential Conflict of Interest in performing the contemplated contractual obligations.

☐ The proponent declares that there **is** an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contemplated contractual obligations.

If the proponent declares an actual or potential Conflict of Interest, the proponent must set out below details of the actual or potential Conflict of Interest:

The Town of Cobourg will review and may prescribe certain requirements to resolve any situations that the Town determines, in its sole and absolute discretion, create an actual or potential Conflict of Interest and/or exclude the proponent from the remainder of the evaluation process.

Name of Proponent: _____

Date: _____