



Town of Stonewall  
Request for Proposal (RFP)

**Project Title:**

**SITE DEVELOPMENT – CONTINUING CARE RETIREMENT COMMUNITY**

**Project No. TO2023-0601**

**Issued:**

July 7, 2023

**Closing Date and Time:**

Proposals are requested to receive at the Closing Location prior to:  
4:00 PM on August 8, 2023

**Town of Stonewall Contact:**

Wally Melnyk  
CAO  
293 Main Street  
Stonewall, MB

**Email:** [wmelnyk@stonewall.ca](mailto:wmelnyk@stonewall.ca)

Deadline for questions is three (3) business days before the closing date.

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## **1.0 Background**

The Town of Stonewall, a community of over 5,000 people located 15 minutes north west of Winnipeg, has acquired nearly 20 acres of land located on the east side of the community near the intersection of 4<sup>th</sup> Street East and 3<sup>rd</sup> Ave South. A portion of the site (approximately 5 acres) has been set aside for the potential future home of the Stonewall and Area Personal Care Home (PCH). The Town along with its partner municipalities, the RM of Rosser, the RM of St. Laurent, and the RM of Woodlands have been working to secure a PCH since 2017.

The remainder of the site has been allocated to an age-in-place campus concept referred to as the Continuing Care Retirement Community as well as potential office and commercial space.

## **2.0 Purpose**

The Town of Stonewall is seeking experienced firms who are prepared to design, develop, and construct a comprehensive multi - use development on the site located at the corner of 4<sup>th</sup> St East and 3rd Ave South (See map Appendix "A"). The development is to include but is not limited to independent housing, assisted living, supportive housing, and a memory care facility that will create an age-in-place campus.

## **3.0 Project Description**

The Town of Stonewall recognizes the challenges faced by many area citizens in their attempt to find suitable housing as they enter into their senior years. While there are senior apartments within the community, most do not provide the level of incremental care needed by individuals as they age. The result is that residents either leave the community or suffer with a lack of services, neither of which is acceptable.

Partner municipalities, the RM of Rosser, the RM of St. Laurent, the Town of Stonewall, and the RM of Woodlands have been working on attracting a PCH to Stonewall as a first step in improved medical service provision for area residents but also as an anchor for a Continuing Care Retirement Community (CCRC) initiative to be developed on the same location.

The Town is now seeking a firm to develop the remainder of the site and include a variety of housing options from independent living to memory care. There is also the possibility of connecting logical components of the CCRC to the PCH making for a truly integrated facility. The successful proponent will be responsible for all aspects of development of the site. Subject to the negotiation of an acceptable purchase price, site ownership would be transferred to the proponent and a formal development agreement would be signed that includes contributions to existing municipal infrastructure as well as capital lot fees that would need to be paid.

The development area which is approximately 15 acres out of a total site of 20 acres could also include commercial rental space for retail locations that would provide services to a large senior population in the CCRC as well as the potential need for office space for community outreach services.

A conceptual design created as part of the design development of the PCH location on the site has been included as information with this document as Appendix "B". This design is simply a mock up of the space and not a requirement for development of the space.

## **4.0 Scope of Work**

### **4.1 Development of a Continuing Care Retirement Community**

- Development of the approximately 15 acres of space, into a campus which provides housing options that include independent housing, assisted living, supportive housing, and memory care
- Identification of the number of units for each of the housing options
- If applicable, identification of commercial and office space allocation as part of the development along with size of the buildings
- Identification of green space development and other amenities to be provided on site
- Identification of the desire for connectivity between components of the CCRC development and the proposed PCH

### **4.2 Time Line**

- Provision of a time line for initiation and completion of the development including residential and commercial spaces including the following phases:
  - Concept Design
  - Detailed Design (completion of building plans)
  - Permitting
  - Construction / Construction Management

### **4.3 Land Offer**

- The response must include the compensation being offered by the respondent for the site

## **5.0 Timeline**

RFP issued: July 7, 2023

Questions due: Prior to August 2, 2023

Proposal due: 4:00 pm, August 8, 2023

Project start date: To be decided upon award of contract

Project completion date: To be determined upon award of contract

## **6.0 Submission Requirements**

By submitting a proposal, the Proponent acknowledges that they have read and understand all procedures and requirements of the above referenced RFP and have complied fully with the general terms and conditions outlined in the RFP.

All costs to prepare the Proposal shall be borne solely by the Proponent.

In keeping with efforts to reduce environmental footprints, Proponents are required to submit their proposal with **CCRC DEVELOPMENT** as the subject line and in PDF format to this electronic address: [wmelnyk@stonewall.ca](mailto:wmelnyk@stonewall.ca).

Responses posted directly to MERX will not be considered.

Responses to this RFP must be received prior to deadline. Late replies will not be considered.

Responses to the RFP must include the following:

**a. Qualifications detail consisting of:**

- Cover letter including statement of understanding regarding the requirements of this RFP
- Specific experience in developing an age-in-place campus development along with a list of successful projects
- List of references

**b. Approach and Methodology regarding Scope of Work:**

- Describe how the scope of work, outlined in 4.0 might be completed and how challenges might be overcome.
- Provide a preliminary site plan identifying how the CCRC component of the development could be developed on site
- Provide a project schedule. Outline the proposed process and provide an estimated time frame for the development. Identify any critical milestones and potential road blocks to meeting the time frame.

## **7.0 Contact during the RFP Process**

Wally Melnyk, CAO

Town of Stonewall

204-479-7979

[wmelnyk@stonewall.ca](mailto:wmelnyk@stonewall.ca)

## **8.0 Proposal Evaluation**

### **8.1 Evaluation**

A proposal submitted no later than the Closing Time in substantial conformity with the requirements of the RFP will be evaluated. Documents will be considered and evaluated by an Evaluation Committee established by the Town of Stonewall. The Evaluation Committee may seek and obtain the assistance of other persons, as it considers desirable, to facilitate the evaluation of the technical, financial, legal, and other aspects of a proposal.

### **8.2 Proposal Evaluation**

In evaluating a Proposal, the Evaluation Committee may consider any or all of the information received from and with reference to a Proponent, the Evaluating Committee's knowledge of and past experience with the Proponent, and any information regarding the Proponent received by the Evaluation Committee from references and others which information it considers, in its absolute discretion, reliable.

### **8.3 Mandatory Submission Requirements**

In order to be considered, the submission must include the required documents noted in section 6.0 and signed by an authorized signatory on behalf of the Proponent, and must be submitted no later than the Closing Time. Failure to deliver may result in the automatic dismissal of the proponent.

#### **8.4 Evaluation Criteria Matrix and Ranking**

A Proposal submitted in accordance with the mandatory requirements of section 6.0 will be evaluated by the Evaluation Committee and ranked according to their point score or scores in each case based upon the following Evaluation Criteria Matrix:

##### **CATEGORY 1 – QUALIFICATIONS, EXPERIENCE AND METHODOLOGY**

a) Relevant Project Experience/Qualifications/Capacity	40 points
b) <u>References and Past Performance</u>	<u>20 points</u>
Category 1 (Subtotal)	60 points

##### **CATEGORY 2 – SITE DESIGN & FINANCIAL CONSIDERATION**

a) Site Design/housing objectives/amenities	20 points
b) <u>Financial</u>	<u>20 points</u>
Category 2 (Subtotal)	40 points

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**Total Score for Categories 1 and 2** **100 points**

#### **8.5 Financial Proposal Scoring**

Upon evaluation, the Proponent that submits the highest financial consideration in its Proposal will be awarded twenty (20) points for Category 2(b) in the Evaluation Criteria Matrix. Other Proponents whose financial proposal is less than the highest amount will be awarded points for that category based on the following formula:

$$20 \text{ points} \times (\text{lower financial contribution amount}) / (\text{highest financial contribution amount}) = \text{points scored}$$

#### **8.6 Proponent's Meeting and/or Supplementary Information**

The Evaluation Committee may, but is not required to, meet with a Proponent after the Closing Time for the purpose of obtaining additional or supplementary information with respect to a Proposal or Proponent. The Committee may require the provision by a Proponent of supplementary information relating to a Proposal and the Proponent and may conduct such inquiries in a meeting that it considers desirable for the purpose of evaluating a Proposal. Additional information received in a meeting or meetings with a Proponent may be considered by the Evaluation Committee in scoring points according to the Evaluation Criteria Matrix.

#### **8.7 References**

The Evaluation Committee may, for the purpose of evaluating a Proposal, seek and obtain information relating to a Proponent from references identified in that Proponent's Qualifications section of their response. A Proponent will be deemed to have consented to and authorized any reference identified by it to provide information in confidence to the Evaluation Committee for the purpose of the evaluation of that Proponent's Proposal. The Proponent, by submitting a Proposal, agrees not to request the disclosure by the Town of any information provided by a reference identified in the Proponent's Proposal, and the Town shall not be required to disclose the same to a Proponent.

## **9.0 General Terms and Conditions**

### ***Rights of the Partner Municipalities***

The Town of Stonewall, as represented by Administration, reserves the right to:

- a. Seek clarification or obtain verification of any/all statements made in a Proponent's proposal
- b. During the evaluation process submit questions or conduct interviews with Proponents, at the Proponent's cost, upon forty-eight (48) hours' notice, to seek clarification or verify any or all information provided by the Proponent in its Proposal
- c. Reject any or all Proposals received in response to this RFP
- d. Enter into negotiation with Proponents in order to arrive at the most cost-effective Contract that is in keeping with the terms and conditions of this RFP.
- e. Accept any proposal in whole or in part without prior negotiation.
- f. Cancel and/or reissue this RFP at any time
- g. Award one (1) or more Contracts
- h. Keep, for the municipal partners' records, all Proposals and documentation submitted in response to this proposal.

### ***General Compliance with Laws***

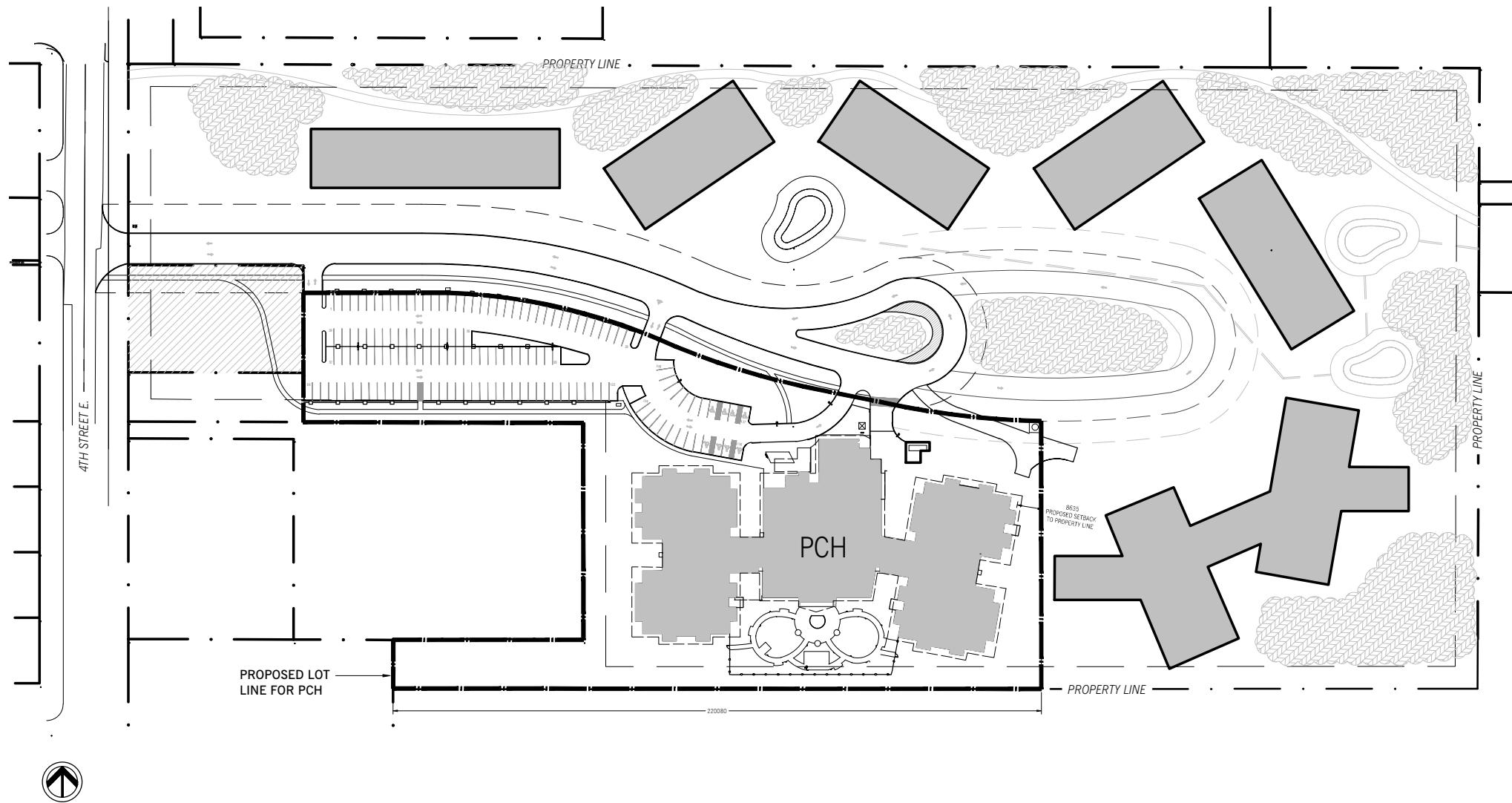
The developer shall comply with all federal, provincial, and municipal laws.

### ***Proposal Validity period***

The proposal shall be unconditional, irrevocable, and open to acceptance by the Town of Stonewall at any time no less than sixty (60) calendar days after the date on which the RFP closes.



APPENDIX "B"



**ft3**

Architecture  
Landscape  
Interior Design

Suite 200, 300 Waterfront Drive  
Winnipeg MB Canada R3B 0G5  
toll free 877.640.1192  
t. 204.885.9323 f. 204.837.7235

PROJECT TITLE  
**STONEWALL PCH  
SITE PLANNING**

DRAWN BY  
**CA**  
DATE  
**JUNE 2023**  
PROJECT NO.  
**23695**

**SK 01**