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**REQUEST FOR PROPOSALS  
TO PURCHASE  
MUNICIPAL PROPERTY AT  
700 Block Cordova Bay Road**

The Corporation of the District of Saanich is requesting proposals to purchase the property described below:

- Civic Address:** No civic address
- Legal Description:** Lot 2, Section 42, Lake District, Plan VIP67193
- Site Description:** Flat +/-1067sqm rectangular Lot
- Site Improvements:** none / unserviced
- Current Zoning:** RM-SH1
- Due Date:** **November 18, 2016 - 3:00 P.M.**
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**1. GENERAL INSTRUCTIONS**

- 1.1 The following general instructions, terms and conditions apply to all offers related to this request for proposals.
- 1.2 The District of Saanich expressly reserves the following rights;
- a) to reject any and all proposals;
  - b) to make decisions with due regard to the experience and financial capability of the proponent, compliance with the general conditions and requirements and any other factors as may be necessary in the circumstances;
  - c) to work with and negotiate with any participant whose proposal, in the opinion of Council, is in the best interest of the Municipality;
  - d) to accept a proposal other than the one providing the greatest financial return to the Municipality.
- 1.3 a) Proposals must be enclosed in a sealed envelope or appropriate packaging and addressed to:

**Lands Division  
Corporation of the District of Saanich  
770 Vernon Avenue  
Victoria, B.C. V8X 2W7**

- b) The name and address of the proponent must appear on the outside of the envelope.
  - c) The envelope must display the Request for Proposals title – “**Request for Proposals – 700 Block Cordova Bay Road**”.
  - d) **There will be NO public opening.**
- 1.4 Any proposal received after the hour and date specified will not be considered and will be returned unopened.
- 1.5 Modification of a proposal, after submission will cause the return of the proposal to the participant.
- 1.6 Any contract entered into as a result of the response to this Request for Proposals, will be subject to the laws of the Province of British Columbia.
- 1.7 If a successful proponent is selected, the proponent will be required to enter into a contract in the form provided by the District of Saanich.

## **2. TERMS OF REFERENCE**

- 2.1 The property is currently zoned RMSH-1, as part of the Sayward Hill development, but since the Sayward Hill development has already been built to maximum density, the current zoning will not permit development. The District of Saanich is open to considering proposals to rezone the property. Proponents must be aware that no proposal, or resulting contract between the District of Saanich and a proponent, can limit the discretion of Council when exercising its legislative powers in relation to the zoning of the property.
- 2.2 Proposals must
- a) Clearly identify the financial terms and conditions for the proposed purchase.
  - b) Include a development concept containing;
    - Proposed zoning
    - A site plan that shows the location of the proposed structure and setbacks to the property lines
    - A data chart listing the gross floor area of the structure
    - Floor plans showing the proposed uses of the areas and break down of floor area per level
    - Sketches of all elevations showing the scale, massing, height and materials to be used for the proposed structure
    - Proposed driveway location(s) and parking layout
    - Proposed landscaping
    - Preliminary servicing plan (information Saanich Municipal Engineering Department)

### **3. GENERAL CONDITIONS AND REQUIREMENTS**

- 3.1 Lowest acceptable bid **\$300,000**.
- 3.2 A **\$10,000.00 deposit** by cheque must accompany each proposal. Cheques will be retained, uncashed, by the District of Saanich, until Council has made a decision on whether to accept a proposal. If Council accepts a proposal, the cheque provided by the successful proponent will be cashed and the funds held as a deposit (or a portion thereof) for purposes of the contract. Cheques provided by unsuccessful proponents will be returned uncashed.
- 3.3 The property is offered, and will be sold, “as-is, where-is” with no representations or warranties by the District of Saanich as to its condition, suitability, or any other matter affecting the property or its use.

### **4. SELECTION PROCESS**

- 4.1 All proposals to purchase will be reviewed and a recommendation will be made to Council based on the following criteria;
- a) Terms and conditions of the Offer to Purchase
  - b) Financial return to the Municipality
  - c) Qualifications, demonstrated ability and financial capability of the proponent
  - d) Quality and suitability of the development concept

Any offer submitted to the District becomes the property of the District and will not be returned to the person making it. Any person making an offer must be aware that the District is a public body subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

The collection of personal information from any person making an offer is authorized under the *Community Charter* and section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The information will be used for the purposes of considering the offer and communicating with the person making the offer. Questions may be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria, BC, V8X 2W7, 250-475-1775, [foi@saanich.ca](mailto:foi@saanich.ca).

