



STAFF REPORT TO COUNCIL

Report No: AD-2022-11

July 25, 2022

From: Sarah Huskinson, Chief Administrative Officer

RE: 90 Main Street RFP Criteria

Recommended Motion:

THAT Council receives Report No. AD-2022-11,

And THAT Council approves the Request for Proposal criteria for the sale of the 90 Main Street property as: use of property fifty percent; price thirty percent; and, timing twenty percent, as detailed in the report.

Background / Analysis:

On July 11th, Council declared the old municipal office located at 90 Main Street surplus to the needs of the municipality and authorized the CAO to issue a Request for Proposal for the sale of the building. An RFP is such that proposals are evaluated based on set criteria which is predetermined and included in the Request for Proposal document, which are not just based on price.

As mentioned in the previous report to Council, the location will continue to have waterworks staff in the lower level of the building, until such time that an alternative location is secured. A condition of the sale of the building will include a long-term lease for this space back to the Township.

The 90 Main Street building is in a prime location in the middle of the Town of Alexandria. The building was originally built in 1952. There was an addition put on the building in 1998.

The current property area includes the parking lot plus the water treatment building. With the sale of the building, a natural severance will occur, which will separate the water treatment plant from the 90 Main property. The current zoning of the building is institutional, which is based on the current use of the property, being a municipal building. The zoning and taxation class, following the sale of the building, would be converted to commercial.

The proposed criteria for the Request of Proposal are the following:

Comprehensive description of the intended/proposed use for the property	50%
Offer price	30%
Proposed schedule for the redevelopment/use of the property	20%

If the above criteria are agreed upon and approved by Council, the Request for Proposal will be posted the beginning of August, closing mid-September. The RFP will be posted online on the Township website, in the newspaper, and shared on the Township social media pages. An open house/site visit will be set for the end of August, prior to the RFP closing. This site visit will give prospective to potential buyers of the layout of the building and any potential uses.

Following the proposals being accepted, a report will come to Council at the end of September to reviewing the RFP submissions. Once a successful proponent is selected and approved by Council, an agreement of purchase and sale will be drafted and signed.

Alternatives:

Option 1: That Council approves the Request for Proposal criteria for the sale of the 90 Main Street property as: use of property fifty percent; price thirty percent; and, timing twenty percent, as detailed in the report.

Option 2: That Council suggests an alternative to

Option 3 (not recommended): The Council does not approve the RFP criteria.

Financial Implications:

The money raised through the sale of the building will be put into reserve for future use to be determined by Council.

Attachments & Relevant Legislation:

None.

Others Consulted:

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk