



Request for Proposals (RFP)
Disposition and Development of Surplus Municipal Lands
Boundary Street, Prescott, Ontario

Closing Date: December 15, 2025 • **Closing Time:** 12:00 p.m. (EST)

Submission Method: Email submissions only

Submit to: cpreston@prescott.ca

Subject Line: RFP Submission – Boundary Street Surplus Lands

TABLE OF CONTENTS

1. Definitions	1
2. General Background	1
3. Community Background	1
4. Project Objectives and Deliverables	2
5. Property Overview	2
6. Planning Framework and Policies	3
7. Development Objectives	3
8. Option to Repurchase	4
9. Incentives	4
10. Submission Requirements	4
11. Evaluation Criteria	5
12. Submission Instructions	5
13. General Provisions	5
14. Appendix A	6
15. Appendix B	7

1. DEFINITIONS

For the purposes of this RFP:

- **"Town"** means The Corporation of the Town of Prescott.
- **"Proponent"** refers to any individual, partnership, or corporation submitting a proposal.
- **"Proposal"** means the complete submission package provided by a proponent in response to this RFP.
- **"Agreement of Purchase and Sale (APS)"** means the binding legal agreement to be executed by the Town and the successful proponent.
- **"Option to Repurchase"** means the Town's retained right to re-acquire the property if specified conditions are not met.
- **"CIP"** means the Town of Prescott Community Improvement Plan.

2. GENERAL BACKGROUND

The Town of Prescott invites qualified development proponents to submit proposals for the purchase and redevelopment of municipally owned surplus lands known as Boundary Street Lands. This property has been declared surplus to municipal needs and presents an opportunity to deliver a residential mixed-dwelling development that enhances Prescott's housing options and community connectivity.

3. COMMUNITY BACKGROUND

Prescott is a historic waterfront community, residing in the United Counties of Leeds & Grenville, located along the St. Lawrence River in Eastern Ontario. The Town of Prescott is a single tier municipality, home to over 4,000 residents with a local trade area exceeding 17,000 residents and wide-reaching visitor market. The Town's local economy and population is well balanced, featuring a mix of industrial, commercial, tourism and institutional sectors. Prescott offers an affordable location, a robust stock of heritage and modern properties, new locations for development, a diverse, stable and affordable workforce, abundant recreation and educational opportunities, rural and urban spaces, and array of business/funding programs and organizations to assist new and expanding businesses. It's prime location in Southeastern Ontario along the picturesque St. Lawrence River, in the centre of the GTA-Montreal-Ottawa triangle, with access to multi-modal distribution networks, presents a remarkable opportunity for continued growth and transformation.

Guided by its **2024–2027 Strategic Plan**, the Town is advancing sustainable development, investment attraction, and community revitalization. The Boundary Street Lands represents a key opportunity to achieve these objectives by delivering housing diversity, economic vibrancy, and improved public access.

4. PROJECT OBJECTIVES AND DELIVERABLES

The Town's objectives are to:

- Encourage **residential mixed-dwelling development** that integrates with surrounding land uses.
- Include an **affordability component** for a defined portion of residential units.
- Establish a **public trail connection** along the southern boundary of the property in the un-opened right of way.
- Achieve **design excellence, environmental sustainability, and timely delivery.**

Deliverables include a concept plan, affordability plan, and a proposed implementation schedule demonstrating commencement of construction within 36 months.

5. PROPERTY OVERVIEW

Attribute	Detail
Location	Boundary Street, Prescott, Ontario
Roll Number	0708 010 015 26600
Frontage	915ft.
Depth	327ft.
Area	Approximately 4.72 acres
Legal Description	PLAN 19 L APT
Ownership	Town of Prescott
Current Use	Parkland (vacant)
Zoning	Public Park
Access	Full municipal road access, hydro available
Servicing	Municipal Water/Wastewater services available

Surrounding Land Uses:

- North: CN Railway bordered by vacant land & established residential neighbourhood
- South: Established residential neighbourhood
- East: Boundary Street (collector road) bordered by Golf Course to east
- West: Established residential neighbourhood bordered by parkland

Refer to **Appendix A** for property maps and boundaries.

6. PLANNING FRAMEWORK AND POLICIES

Development proposals must conform with the following guiding documents:

- **Town of Prescott Official Plan** – Mixed-use and residential policies encouraging density and affordability. Active transportation policies encouraging the dedication of lands for active transportation, such as pedestrian and bicycle pathways.
- **Zoning By-Law** – Applicable zoning will be confirmed during pre-consultation.
- **Community Improvement Plan (CIP)** – Incentives for Large-Scale Residential and Brownfield Redevelopment.
- **Strategic Plan (2024–2027)** – Supports sustainable growth and community wellbeing.
- **United Counties of Leeds and Grenville Housing & Homelessness Plan** – Encourages partnerships for affordable housing.

7. DEVELOPMENT OBJECTIVES

The Town seeks a concept that:

1. Provides a **mix of dwelling types**.
2. Includes an **affordable housing** component, consistent with County and Town definitions.
3. Integrates a **public multi-use path connection** on the south side of the site, ensuring connectivity for pedestrians/cyclists in the un-opened right of way.
4. Incorporates **high-quality architectural and landscape design**.
5. **Integration of the development** of the subject property with the overall community.
6. Meets or exceeds applicable municipal design standards.

8. OPTION TO REPURCHASE

The Town will register an Option to Repurchase on title to be triggered under the following conditions:

1. Construction has not commenced on at least 50% of the parcel within **36 months** of closing.
2. The purchaser **sells, transfers, or otherwise disposes** of all or part of the lands before completion without the Town's written consent (except for securing a builder's mortgage).

9. INCENTIVES

The successful proponent may be eligible for incentives under the Town's **Community Improvement Plan – Large-Scale Residential and Brownfield Categories (as applicable)**, including:

- **Property Tax Increment Grants;**
- **Property Tax Cancellation;**
- **Permit Fee Grants;**
- **Environmental Study Grants.**

Eligibility will be subject to Council approval and program criteria.

10. SUBMISSION REQUIREMENTS

Each submission must include:

1. **Cover Letter** identifying the proponent and outlining the vision for the site.
2. **Corporate Profile & Experience** in mixed-dwelling and/or residential development, including examples of existing developments.
3. **Concept Plan & Renderings** illustrating site layout, uses, and design approach.
4. **Affordability Strategy** including proposed number, type, and duration of affordable units.
5. **Public Realm and Multi-Use Path Plan.**
6. **Project Timeline** including key milestones aligned with Option to Repurchase terms.
7. **Financial Offer** indicating proposed purchase price and terms.
8. **References** from comparable municipal projects.

All Submissions should be marked as confidential

11. PROJECT SCOPE/EVALUATION CRITERIA

Evaluation Factor	Weight
Development Vision & Design Quality	25%
Affordable Housing Commitment	20%
Feasibility & Timelines	15%
Financial Offer	15%
Public Path & Community Integration	10%
Proponent Qualifications	10%
Sustainability & Innovation	5%

The Town may invite short-listed proponents for clarification or presentation.

12. SUBMISSION INSTRUCTIONS

Closing Date: December 15, 2025, at 12:00 p.m. (EST)

Submission Format: Electronic (PDF) only

Email: cpreston@prescott.ca

Subject Line: RFP Submission – Fairway Park Surplus Lands

Proposals must remain valid for **90 days** after the closing date.

All inquiries must be directed by email to the Clerk's Office no later than **December 8, 2025**.

13. GENERAL PROVISIONS

- The Town reserves the right to accept or reject any or all proposals.
- All costs associated with preparing submissions are the sole responsibility of the proponent.
- The Town is not obligated to accept the highest financial offer.
- The successful proponent will be invited to negotiate an **Agreement of Purchase and Sale** subject to Council approval.
- The Town will treat all submissions in accordance with the **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**.

14. APPENDICES

APPENDIX A – FAIRWAY PARK PROPERTY MAPS



APPENDIX B – BID SUBMISSION FORM

RFP: Disposition and Development of Surplus Municipal Lands – Fairway Park

Closing Date: December 15, 2025 @ 12:00pm

Submission Email: cpreston@prescott.ca

1. Proponent Information

Legal Name of Proponent: _____

Contact Person: _____

Title: _____

Address: _____

City / Province / Postal Code: _____

Telephone: _____

Email: _____

Website: _____

2. Proposal Summary

Provide a concise description of the proposed development concept:

3. Financial Offer

Offered Purchase Price: _____ Deposit (minimum 10%): _____

4. Option to Repurchase Acknowledgement

The Proponent acknowledges that construction must commence on at least 50% of the parcel within 36 months of closing, and the purchaser shall not sell or transfer the property without Town consent except to secure a builder's mortgage.

☐ We acknowledge and accept the Option to Repurchase conditions as stated above.

5. Checklist of Submission Materials (all submissions should be marked as confidential)

- ☐ Cover Letter
- ☐ Company Profile / Team Experience
- ☐ Concept Plan & Renderings
- ☐ Affordability Strategy
- ☐ Development Timeline
- ☐ Financial Offer