REQUEST FOR PROPOSALS

For

SALE OF KIMBERLEY RIVERSIDE CAMPGROUND

Requested by:
The City of Kimberley
340 Spokane Street
Kimberley, BC V1A 2E8

CLOSING DATE AND TIME:
December 19, 2019 at 16:00 (mountain standard time)

SUBMIT PROPOSALS BY EMAIL ONLY TO:

Scott Sommerville
Chief Administrative Officer
City of Kimberley
ssommerville@kimberley.ca
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Introduction

The City of Kimberley (the “City”) is a picturesque, mountain resort community located in southeastern British Columbia with easy access to major markets. We offer low land costs, no development cost charges, industrial tax rates amongst the lowest in the Province, and an available labour force both in skilled professionals and trades.

The population of the City has been steadily increasing at 12% in five years as retirees, young families and professional locate to the community from larger urban centres. The current population is (2016) is 7,425, the average age is 44.6 years and the average household income is $78,378.

The Kimberley Riverside Campground (the “Campground”) is nestled in the pristine St. Mary River valley, minutes from the idyllic downtown of Kimberley, British Columbia. The Campground offers incredible scenery, access to the extensive trail network of the Kimberley Nature Park and borders the beautiful St. Mary River. The Campground is only a 15 minute drive from the Canadian Rockies International Airport.

This is an opportunity to own this profitable Campground including the Lands, Chattel, building and structures and 140 serviced sites (power and water) and 18 non-serviced sites. There is a fire pit and picnic table on each site. The campground also has a sani-station, three separate washroom facilities, a shower building, convenience store, outdoor heated swimming pool, laundry facility with 4 washers and dryers and an 18-hole putting course.

Background

Since 2002, the City has owned the lands comprising the Campground (the “Lands”) and all buildings and structures on the Lands and has a management agreement with the Kimberley Community Development Society (the “Society”) to operate the Campground.

Attached is a map of the Campground.

The Campground includes all of the equipment customarily utilized by a campground (the “Chattel”). A schedule of all such Chattel is available upon request from the City.

Lot Particulars

The Lands have a civic address of 500 St. Mary Lake Road, Kimberley, BC V1A 3K4, an area of approximately 65.6 acres in size and is zoned RC-2 Recreation Conservation Zone (RC-2) allowing for use as a campground.

The Lands are legally described as District Lots 6630, Kootenay District Plan except (1) part outlined in red on Plan RW 75 (2) Plans 15082, NEP60401, NEP63443 and NEP71613 (PID: 016-969-944).

The Lands also contain certain municipal infrastructure which are covered by statutory rights of way in
favour of the City. The City will retain the lower park area along the St. Mary River consisting of a trail system, playground, picnic and BBQ shelter.

Objective

The intent of this RFP is to obtain proposals (“Proposals”) for the purchase and sale of the Campground, including the Lands, buildings, structures and all Chattel as a going business. A recent appraisal established the value and the minimum asking price for the Campground at $2,000,000.00

Proposals

Proposals must, at a minimum, provide the following information or address the following topics in no particular order:

1. Purchase price which shall be divided into two components comprised of (1) the Lands, and buildings and structures and (2) all Chattels involved;
2. Plans for operation and potential expansion of the Campground;
3. Relevant experience operating and managing a campground; and
4. Closing time for purchase and sale.

Evaluation Process

Proposals will be assessed in accordance with the criteria as encompassed in the evaluation criteria table below.

The City will select a preferred proponent and seek to negotiate the terms of a contract for the purchase and sale of the Campground and the Chattels.

No agreement shall be entered into until the City complies with the mandatory requirements for disposition of an interest in land under the Community Charter and it shall be a term of any transaction that City Council will approve a contract of purchase and sale for the lands, as well as any other documentation necessarily required to transfer an interest in the Chattels.

Mandatory Requirements

One emailed copy of the Proposal must be received by the City’s Chief Administrative Officer (CAO) by the closing date and time set out on the first page. The CAO may extend the closing date and time or allow a Proposal to be considered after the closing date and time in the CAO’s discretion if less than three (3) Proposals have been received by the closing date and time.
Desirable Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Terms</td>
<td>50%</td>
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<tr>
<td>Qualifications and Experience Managing a campground</td>
<td>25%</td>
</tr>
<tr>
<td>Innovative Approach to Operations and Expansion</td>
<td>10%</td>
</tr>
<tr>
<td>Proposed Contractual Terms and Timelines</td>
<td>10%</td>
</tr>
<tr>
<td>Clarity and Presentation of Proposal</td>
<td>5%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

Proposals will be evaluated based on meeting the above desirable criteria, as described more fully in the Proposals section above.

Interpretation

While the City believes the information in this RFP is accurate, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City at this time, nor is it necessarily comprehensive or exhaustive. It is the Proponent's responsibility to review the title to the Lands and to understand all aspects of the RFP requirements. Should any details necessary for a clear and comprehensive understanding be required, it is the Proponent's responsibility to obtain clarification before submitting a Proposal.

Proposal Expenses

Proponents are solely responsible for their own costs and expenses with respect to their participation in this RFP, including but not limited to, preparing and submitting their proposal, presentations, demonstrations, site visits, interviews, meetings, or contract negotiations whether at the City or elsewhere.

Conflict of Interest

By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP process, except any expressly disclosed in the Proponent's Proposal.

Confidentiality

The City recognizes the proprietary nature of information that may be contained in response to this RFP. Proponents must clearly mark and identify those areas of their Proposals which contain confidential information. The City will not use or disclose such confidential information, except for the purposes of evaluating the proposals submitted under this RFP, or as may be required by law, including but not limited to the BC Freedom of Information and Protection of Privacy Act (FOIPPA). Proponents shall keep confidential all information received from the City in connection with this RFP. Proponents shall not use the City's confidential information except as required to develop a Proposal in response to this RFP.
No Liability

By submitting a proposal, the Proponent shall be responsible for and shall indemnify the City, its officers, employees, elected officials, volunteers and agents associated with this RFP process, from all claims, loss and damages that relate to or arise out of errors, omissions or negligent acts relating to the RFP. This RFP does not give rise to any tendering law duties or any other legal obligations and the Proponent will have no right to make a claim against the City with respect to the award of a Contract, the failure to award a Contract, or the failure to engage the Proponent in a response to this RFP. The City reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to make such investigation as it deems necessary to evaluate a Proponent’s qualifications, to accept any Proposal that may be deemed in the best interest of the City and to negotiate terms and conditions of any proposal leading to acceptance and final execution of the contract. The highest financial offer or any proposal may not be accepted.

Questions

Any questions related to this RFP may be addressed to:
Schaun Goodeve, Manager of Economic Development
City of Kimberley
sgoodeve@kimberley.ca

Proposals will be received by email only until the closing date and time.