



**Expression of Interest 2024 - 02**

**Town Hall Proposal**

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## 1.0 Introduction

The Town is seeking Expressions of Interest from members of the development community or other interested parties who might be interested in developing a town hall as outlined under section 2.0.

## 2.0 The Subject Property

The total development opportunity would be approximately 5,100 ft<sup>2</sup> or 475 sq m. The table below would show as a minimum, the requirements needed to accommodate the town hall.

*Table 1. Minimum Needs*

<b>SPACE</b>	<b>AREA</b>	<b>SQ. FT.</b>
1 Office	12ft x 24ft	288 ft sq
8 Offices	12ft x 12ft	1152 ft sq
9 Cubicles	8ft x 9ft	648 ft sq
1 Supply Room	6ft x 6ft	36 ft sq
1 Janitors Room	4ft x 6ft	24 ft sq
2 Washrooms	6ft x 6ft	72 ft sq
2 Meeting Rooms	12ft x 24ft	576 ft sq
1 Lunch Room	12ft x 12ft	144 ft sq
1 Council Chambers	30ft x 50ft	1500 ft sq
Common Area	15%	670 ft sq

Total

**5110 sq ft**

## 3.0 Planning Context

The subject property will have to meet the conditions pursuant to the Town's Zoning By-law. The applicant should verify these conditions with a zoning certificate issued by the Development and Planning Department of the Town of Woodstock.

#### **4.0 Town Interest**

The Town of Woodstock requires its townhall to be located in ward 4 and be connected to municipal services. A preferred location would be in the downtown core but other locations in ward 4 would be considered. The town hall can not be a stand alone building and is to be the anchor tenant on the main floor of a multi-use building.

#### **5.0 The Process**

This is not a call for Tenders or a Request for Proposals. Proponents shall submit a written Expression of Interest that meets the requirements listed below in “submission requirements”. Expressions of Interest shall be submitted electronically, no later than 2:00pm AST, Friday, March 28, 2024 to [andrew.garnett@town.woodstock.nb.ca](mailto:andrew.garnett@town.woodstock.nb.ca)

All inquiries regarding this Expression of Interest request shall be submitted to [andrew.garnett@town.woodstock.nb.ca](mailto:andrew.garnett@town.woodstock.nb.ca)

All submissions shall be submitted with the subject line: “Town Hall Proposal 2024”

Following an evaluation, the Town reserves the right to invite some or all respondents to an interview to learn more about their proposed submissions. These interviews and all responses will be confidential and not shared publicly. The Town reserves the right to reject any or all of the Expressions of Interest and to not proceed to the interview with any respondent.

#### **6.0 Submission Requirements**

Each submission may be required to submit the following information,

1. A company profile, including a profile of recent or similar developments.
2. Construction timeline and expected occupancy.

3. Evidence of experience completing developments of a similar scale.
4. An overview of the proposed development, including, if applicable: proposed use, floor count, amenity space, and a conceptual site sketch plan that details the building envelope, setbacks and parking.

## **7.0 Reserved Rights**

1. The Town of Woodstock reserves the right to invite some or all respondents to confidential interviews to clarify or further discuss their Expression of Interest.
2. The Town of Woodstock reserves the right to reject any or all Expression of Interest and to not proceed further through the interview process.
3. The Town of Woodstock reserves the right to shortlist respondents to those who best address the needs of the Town and intent of the development opportunity described above.
4. The Town of Woodstock reserves the right to call for competitive bids in the form of a tender of Request for Proposals.