



# City of Coquitlam

## REQUEST FOR OFFERS: No. 22-004

- **DATE OF ISSUE: May 26, 2022**

**Sale of 1 Single Family Lot located at: 1283 Michigan Drive, Coquitlam, BC**

Offers will be received at:

**City of Coquitlam**

**C/O Reception Desk – Main Floor**

**3000 Guildford Way, Coquitlam B.C. V3B 7N2**

**RFO Closing Date and Time: 2:00 p.m. Pacific Standard Time, Monday, July 11, 2022**

The City of Coquitlam (the “City”) is soliciting offers to purchase a single family lot with the intent that construction of a single family residence commences as soon as possible.

To be considered, offers must be physically received at the above referenced address (City Hall). All offers received will be date and time stamped.

Electronically transmitted offers will not be accepted as all offers must be submitted to the City in sealed envelopes clearly marked with the RFO name and number and as further detailed in the RFO documentation package.

The RFO documentation package is available from the City of Coquitlam's website link at:

[coquitlam.ca/bid](https://coquitlam.ca/bid)

Any changes to the RFO documentation package will be made by means of written addenda, which will be posted on the City’s website and which will form part of this RFO.

Offerors are required to check for updated information and addenda issued before the RFO closing date on the City’s website link at:

[coquitlam.ca/bid](https://coquitlam.ca/bid)

- 1. All inquiries are to be directed in writing by email only, quoting "RFO No. 22-004, Sale of Lot 1283 Michigan Drive" to: [landsales@coquitlam.ca](mailto:landsales@coquitlam.ca)**

### **Introduction**

#### **1.1 Purpose of this Request for Offers (RFO)**

The purpose of this RFO process is to sell a single family lot owned by the City of Coquitlam (the **City**), to the offeror selected by the City.

The lot “**Lot**” is described as follows:

**Civic Address: 1283 Michigan Drive, Coquitlam BC**

Legal Description: Lot B District Lot 386 Group 1 New Westminster District Plan LMP38316

PID: 024-175-129

Lot Size: 672.9 square metres or 7,243 square feet

The Lot will not be sold as a speculative holding property. The Lot is being sold with the purpose of having a single family residence built on it as soon as possible after the purchase completion. As such, a successful offeror will be held to the development schedule indicated within subsection 3 of the Option to Purchase (Schedule “B” to the form of Purchase and Sale Agreement included within Form of Offer which includes the requirement to obtain a building permit for the lot no later than three hundred (300) days after the purchase completion with construction commencing no later than sixty (60) days thereafter.

**Should the successful offeror not comply with the development timeline requirements set out on the Option to Purchase, the City will have the right to purchase the lot back at ninety (90%) percent of the original selling price (a 10% discount from the original purchase price). As such, potential offerors should only consider responding to this RFO if they intend to develop a single family residence on the lot in accordance with the City's prescribed timeframe.**

### **1.2 Lot Location**

The City of Coquitlam is a welcoming and diverse community with a population of over 141,000. Coquitlam’s population is projected to exceed 220,000 by 2041. This lot is located within the City Centre Neighborhood Area within walking distance of an elementary school and Hoy Creek Linear Park and Lafarge Park.

### **1.3 Overview of Lot**

The Lot is zoned RS-4 (One-Family Compact Residential) and is designated compact One Family Residential in the Citywide Official Community Plan. The sloped Lot is pie shaped, fronting the northwest side of Michigan Drive and backing onto a City of Coquitlam paved laneway.

## **2. Title**

A copy of the title search for the Lot is included in the appendices attached to this RFO package along with copies of the registered encumbrances, offer form, legal survey and servicing drawings. All documentation should be thoroughly reviewed prior to making an offer.

## **3. Servicing of Lot**

The Lot is pie shaped and is connected to the following municipal services extending to the property line: municipal water, sanitary sewer and storm sewer. The successful purchaser will be responsible for extending other services such as natural gas, hydro, cable and phone services onto

the Lot. This information is provided for reference purposes only. It is up to individual offerors to complete their own investigations with regards to Lot services and servicing requirements prior to submitting an offer to the City. Offsite utility connections can be viewed on the City's interactive mapping application, QtheMap: <https://www.coquitlam.ca/701/City-Maps>

#### **4. Permit Fees**

The successful offeror will be required to pay all permit fees, connection fees and other fees where applicable prior to commencement of construction and to comply with all applicable bylaws during the course of construction. Detailed information on building permit fees applicable for 2022 is contained in Schedule "D" of the City's Fees and Charges Bylaw No. 5181, 2020 which is provided as a link on page 10 herein. This should be thoroughly reviewed prior to making an offer. A link to the City's Building Bylaw No. 3598, 2003, as amended is provided on page 10 herein and should also be thoroughly reviewed prior to making an offer.

#### **5. Responding to this RFO**

To respond to this RFO, offerors must follow the instructions outlined in [Submitting an Offer](#). Before responding to this RFO in accordance with [Submitting an Offer](#), each offeror should ensure that it has reviewed the contents of this RFO document package, including all Appendices and addenda with its legal and financial advisors.

#### **6. Selection of Offerors**

Despite the City releasing this RFO, prospective offerors acknowledge that the City may not accept any of the offers received. In particular, notwithstanding anything contained herein, the City reserves the right to reject any or all offers or to accept any offer received in response to this RFO, should it be in the best interests of the City to do so, even if such offer does not comply with the terms and conditions set out in this RFO Package. The City reserves the right to waive any irregularities in any offer.

Offers will be evaluated based on highest purchase price, ability to meet the prescribed development timeline, the completion date for the purchase and any other elements the City considers to be in its best interest. Should the same purchase price offer be received from multiple offerors for the Lot and that the City, in its sole discretion, is prepared to accept, the Lot will be sold to the offeror whose offer bears the earliest time and date stamp, provided that the offer is complete and all other factors considered by the City, at its discretion, are equal.

***Sealed offers will be opened by City of Coquitlam Real Estate Staff immediately after the stipulated closing time and date of 2:00 p.m. Pacific Standard Time, Monday, July 11, 2022.***

The City will contact offerors by no later than 5:00 p.m. Pacific Standard Time, **Monday, July 18, 2022** to inform them of the status of their offer and will communicate the City's acceptance of the successful offer by signing and delivering the Offer Forms to the successful offeror with the Purchase and Sale Agreement attached for execution by the successful offeror. The successful offeror will have **five business days** to sign and return the Purchase and Sale Agreement to the City.

## 7. Requirements

This section defines the instructions and general requirements for submission of offers by offerors. Offerors are required to carefully review and read the entire RFO package of documents and to closely follow the instructions and requirements accordingly. Non-compliance with the instructions and requirements of this RFO may be cause for rejection of the offer.

The Lot will be purchased from the City based on the following:

- Offerors are required to submit an offer in accordance with [Submitting an Offer](#).
- Lot is not to be purchased for holding or speculative purposes and is to be developed in accordance with the prescribed schedule detailed outlined in subsection 3 of the Option to Purchase (Schedule “B” to the Purchase and Sale Agreement included within **Form of Offer**);
- Failure to secure a building permit, and/or commence and continuously proceed with construction within the prescribed time frames may result in the City exercising its right to purchase the Lot back from the purchaser at ninety percent (90%) of the original purchase price (a 10% discount from the original purchase price)
- The successful offeror may not assign its offer or any rights in respect of the same, except in accordance with [Assignment](#)
- The latest **completion date** for the purchase of a Lot is as follows:
  - The completion date for the lot purchase must not be later than October 18, 2022;
- The required deposit is Fifty thousand dollars (\$50,000) (the “**Deposit**”) which must accompany the Offer Form. Deposits will be returned in accordance with [Deposits](#);
- The successful offeror shall execute and deliver the Purchase and Sale Agreements to the City no later than the date that is **five business Days** after the date that the successful offeror receives from the City execution forms of the Purchase and Sale Agreements from the City with the successful offeror’s particulars inserted.
- **Each offeror shall ensure that it has reviewed with its legal and financial advisors the contents of this RFO document package, including all Appendices and addenda, prior to submitting an offer. Any failure of the successful offeror to comply with the terms of this RFO package, including the requirement of the successful offeror to deliver an executed Purchase and Sale Agreement for each Lot within the time limits prescribed above, may result in the forfeiture to the City of the successful offeror’s non-refundable deposit and the cancellation of this RFO process or, at the City’s election, acceptance of another compliant offer;**
- Offerors acknowledge and will adhere to the terms and conditions of all covenants, easements, statutory right-of-ways, and other charges registered on title; and
- Finder's fees and/or real estate commissions for the sale of the Lot will not be paid by the City. Offers received by the City are net of any and all finder’s fees and/or real estate

commissions due and payable to any third parties with no responsibility placed on the City for paying any fees or commissions whatsoever.

### 7.1 Closing Time, Date & Location

Sealed offers submitted in response to this RFO must be physically received by the City of Coquitlam at the address below **no later than 2:00 p.m. Pacific Standard Time, Monday, July 11, 2022** (as determined by the clock above the main information desk). Offers received after this stipulated closing time and date will be determined to not have been received and will be returned to the offeror unopened.

Offers must be delivered to the following physical location:

**CITY OF COQUITLAM**  
**C/O Reception Desk – Main Floor**  
**3000 Guildford Way, Coquitlam B.C. V3B 7N2**

Office hours are 8:00 a.m. to 5:00 p.m. Monday to Friday, excluding statutory holidays.

### 7.2 Submitting an Offer

In order to submit an offer in response to this RFO, offerors must submit all of the following which must be complete, clear, consistent, well organized and legible:

- One (1) hard copy of the applicable “**RFO Offer Form**” (included as **Appendix A RFO Offer Form**) completed and signed;
- A certified cheque or bank draft in the required deposit amount of \$50,000 and made out to the “City of Coquitlam”; and
- Copies of any Addenda provided by the City subsequent to the May 26, 2022 issuance of this RFO.

Offers containing the above items must be in a sealed envelope clearly labeled with the following: offeror’s name(s), offeror’s company name, or offeror’s representative, as applicable, and must be clearly titled: “**RFO 22-004, Sale of Lot 1283 Michigan Drive**”. Offers must be submitted in accordance with the instructions set out herein by the closing date and time indicated in [Closing Time, Date & Location](#).

- Only one (1) offer for this RFO may be submitted to the City for consideration.

### 7.3 Minimum Offer Price

Address	Minimum Offer Price (Canadian \$)
1283 Michigan Drive	No Reserve

### 7.4 Deposit

The required Deposit is \$50,000 payable to the “City of Coquitlam” by bank draft or certified cheque and attached to the Offer Form as per [Submitting an Offer](#).

A Deposit from a successful offeror will be immediately deposited into the City’s bank account upon acceptance of the offer and is non-refundable. Such Deposit will be credited to the purchase price without interest on the completion date

Deposits from unsuccessful offers will be returned upon the City’s acceptance of a successful offer.

If the City elects to end the RFO process, in accordance with [No Obligation to Select or Proceed](#), before the closing date of the RFO process then Deposits will be returned to offerors.

Any failure of a successful offeror to comply with the terms of this RFO, including the requirement of the successful offeror to deliver an executed Purchase and Sale Agreement within the time limits prescribed above, may result in the cancellation of this RFO, at the City’s election, in which case the successful offer’s Deposit will be forfeited to the City.

**7.5 Offers Delivered by Fax, Email or Other Delivery Method**

As only offers in sealed envelopes will be considered, any offers submitted by fax or email or any method other than by hand in a sealed envelope, clearly labeled, will not be accepted and will be deemed not to have been received.

**7.6 Withdrawal of Offers**

Offers once submitted may not be withdrawn.

**7.7 RFO Timeline**

<b><u>Timeline for RFO</u></b>	
Thursday, May 26, 2022	Released to public.
Monday, July 4, 2022, 2:00 pm	Deadline for RFO inquiries.
Monday, July 11, 2022, 2:00 pm	Deadline for submission of offer with payment of Deposit (\$50,000).
Monday, July 18, 2022, 5:00 pm	Deadline for notifying successful/unsuccessful offerors.
<b>Please read the development timeline in subsection 3 of the Option to Purchase (Schedule “B” to the Purchase and Sale Agreement included within Appendix E Form of Offer</b>	

**7.8 Inquiries**

It is each offeror's responsibility to seek clarification on matters relating to this RFO.

All inquiries are to be directed in writing by email only, quoting “**RFO 22-004, Sale of Lot 1283 Michigan Drive**” to: [landsales@coquitlam.ca](mailto:landsales@coquitlam.ca).

The deadline to submit requests for clarification is 2:00 p.m. Pacific Standard Time, Monday, July 4, 2022. If deemed to be material to the sale of the Lots or a Lot, enquiries and responses will be recorded as addenda on the City’s website link at: [coquitlam.ca/Bids](http://coquitlam.ca/Bids)

## **7.9 Addenda**

Any changes to the RFO will be issued by means of written addenda that will form part of this RFO and will be posted on the City's website.

It is each offeror's sole responsibility to frequently check the City's website for addenda provided by the City.

The City takes no responsibility for offerors who do not check the City's website for recorded addenda. Additional information provided by way of addendum, such as consultant reports, design drawings and supporting documentation, is provided for reference purposes only. It is the responsibility of the offerors to make an independent assessment of the accuracy and completeness of any and all information provided as part of this RFO.

## **7.10 Valid Authority**

All offers must be dated and signed by the offeror. Any corporate or other non-individual offeror must ensure that the offer is signed by its authorized signatory or signatories.

## **7.11 Assignment**

An offeror may not assign its offer or any rights in respect of the same to any other party without the prior written consent of the City, which consent may be unreasonably withheld for any reason at the City's sole discretion. An assignment or purported assignment without the City's prior written consent may, at the City's sole discretion, invalidate the offeror's offer.

Notwithstanding the foregoing the successful offer, on written notice to the City, may assign the Purchase and Sale Agreement to an affiliate, as that term is defined in the *Business Corporations Act*, of the successful offeror or to a partnership or limited partnership if the successful offeror (or an affiliate of the successful offeror) is a partner.

## **7.12 Public Information**

Offerors submitting sealed offers are advised that the information contained in the offer will be considered public.

## **7.13 Property Access**

The Lot is vacant and offerors are responsible for visiting the Lot in order to familiarize themselves with the local conditions of the Lot and surrounding area.

## **7.14 Acceptance of RFO Terms & Conditions**

In submitting an offer and all of the items required pursuant to [Submitting an Offer](#), each offeror agrees to the terms and conditions contained in this RFO documentation package, including any addenda posted by the City during the RFO process.

## **7.15 Codes, Regulations, Standards, Permits & Approvals**

The offeror shall comply with all laws and regulations of authorities having jurisdiction. The offeror shall obtain, at its sole cost and expense, copies of all applicable codes, regulations and standards of all authorities having jurisdiction with respect to the construction of a single family home on the applicable Lot.

### **7.16 Responsibility of Offerors**

Offerors are responsible for informing themselves as to the contents of this RFO documentation package. Offerors are responsible for ensuring that they have obtained and considered all information necessary to understand the requirements of the RFO process and submission of their offers.

The City makes no representation or warranty as to the completeness or accuracy of any reference material provided or made available to offerors through the RFO process and will not be responsible for any loss, damage or expense incurred by offerors as a result of any inaccuracy or incompleteness in this RFO, or as a result of offerors' misunderstanding or misinterpreting the terms and conditions of the RFO.

It is the responsibility of the offerors to make an independent assessment of the accuracy and completeness of any and all information provided or made available as part of this RFO package.

### **7.17 No Obligation to Select or Proceed**

The City may, in its sole discretion, elect to end this RFO process at any time and for any reason, including after a successful offeror has been selected and notified. The City reserves the right to reject any or all offers.

### **7.18 City's Contractual Obligation**

The submission of any offer, participation in this RFO by an offeror, or selection of a successful offeror shall not create any legal obligation on the part of the City in connection with this transaction until the Purchase and Sale Agreement has been executed and delivered by the City and the successful offeror.

### **7.19 No Claims Against the City**

The offeror acknowledges that the City is a public body required by law to act in the public interest. While the City has every intention of conducting the sale process in a fair and impartial manner, in no event does the City owe to any offeror: (a) a contract or tort law duty of care, fairness, impartiality or procedural fairness in the sale process; or (b) a contract or tort law duty to preserve the integrity of the sale process.

By participating in this RFO, offerors acknowledge and agree that the City and its officials, employees, agents and consultants will not be liable to any offeror for any claims, direct or indirect, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the offeror in preparing and submitting an offer, or participating in negotiations leading to the agreement of purchase and sale, or any other activity related to or arising from this RFO including the City's acceptance of an irregular or non-compliant offer and each offeror hereby releases the City and its officials, employees, agents and consultants in respect of the above. The preparation and submission of an offer in response to this RFO is voluntary and any costs associated with such preparation and submission is solely incurred by the offeror submitting the offer.

## **7.20 Canadian Currency**

All monetary references in an offer must be to Canadian currency. Offers submitted are to be exclusive of all taxes.

## **7.21 Taxes**

In addition to payment of the purchase price, a successful offeror will also be responsible for payment of property transfer tax, goods and services tax, and their pro rata share of property taxes, utilities, and other charges applicable to the Lot.

## **7.22 Legal Action**

The City may, in its absolute discretion, reject an offer submitted by the offeror if the offeror, or any officer or director of a corporate offeror, or a representative of a non-individual offeror is, or has been engaged, in legal action against the City and/or its elected officials and/or appointed officers and employees or any of them in relation to:

- any other contract or services; or
- any matter arising from the City's exercise of its powers, duties or functions under the *Local Government Act*, the *Community Charter* or any other enactment, within the five (5) years prior to the RFO closing date.

For purpose of this Section, the word "legal action" includes, without limitation, mediation, arbitration, or hearing before an administrative tribunal or lawsuit filed in any court.

Without limiting the City's sole discretion, in determining whether or not to reject an offer pursuant to this Section, the City will consider such factors as whether the legal action is likely to affect the offeror's ability to work with the City and its employees, agents, other consultants, contractors and representatives or any of them and whether the City's past experience with the offeror in this matter that resulted in the legal action indicates that the City is likely to incur increased staff and legal costs or either of them in the administration of this contract if it is awarded to the offeror.

## **7.23 Business License & Worksafe B.C. Requirements**

A successful offeror will be required to provide to the City evidence of a valid City of Coquitlam or Tri Cities Intermunicipal Business Licence prior to commencing any work on the Lot. A successful offeror will also be required to provide to the City a "Clearance Letter" from WorkSafeBC confirming that the offeror is in good standing with WorkSafeBC prior to commencing any work on the Lot.

## **7.24 Indemnification**

By submitting an offer, the offeror agrees to indemnify and save harmless the City, its employees and agents, from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the City at any time or times (either before or after the expiration or sooner termination of this RFO process) where the same or any of them are based upon, arise out of, or relate in any way, directly or indirectly, to any act or omission on the part of the offeror or by any servant, employee, officer, director, agent, contractor, or sub-contractor of the offeror.

**Useful Links & List of Documentation attached as Appendices,  
Forming part of Request for Offers No. 22-004  
Dated May 26, 2022**

**USEFUL LINKS**

- **Link to Building Bylaw No. 3598, 2003**
  - <https://publicdocs.coquitlam.ca/coquitlamdoc/getdocIF.asp?doc=2634426>
- **Link to City’s Fees and Charges Bylaw No. 5181, 2021 (See, in particular, Schedule “D”)**
  - <https://publicdocs.coquitlam.ca/coquitlamdoc/getdocIF.asp?doc=4293256>
- **Link to Zoning Bylaw**
  - <https://www.coquitlam.ca/city-hall/bylaws/frequently-requested/Zoning-Bylaw.aspx>
- **Link to QtheMap – to view property utilities, etc.**
  - <https://coquitlam.maps.arcgis.com/apps/webappviewer/index.html?id=2d58aee859754918ae54d30da4bbba49>

**APPENDICES (ATTACHED)**

- A. **RFO Offer Form**
- B. **Survey Plan LMP38316**
- C. **Topographic Survey**
- D. **Posting Plan EPP72105**
- E. **Form of Offer**
- F. **Title Search (as of Feb 10, 2022)**
- G. **Stage 1 Preliminary Site Investigation**
- H. **As-Built Services Drawings**
- I. **RS-4 Zoning By-Law**
- J. **BC Hydro Service Map**
- K. **Fortis BC Map**