



Request for Proposal (RFP) - RFP25-02

Residential Subdivision Development

Issue Date: July 16, 2025

RFP Due Date: August 1, 2025

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Definitions

- a) **CAO:** means Chief Administrative Officer
- b) **Proponent:** means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP.
- c) **RFP:** A request for proposals is for suppliers to submit innovative proposals for the supply of goods and/or services. RFPs do not bind firms to existing processes or rigid specifications, but encourage new approaches, techniques and methods for meeting the Town requirements. RFPs need not be advertised unless the value of the purchase is expected to exceed \$75,000.00 RFPs will not be opened publicly.
- d) **TR:** means the Twin Rivers Region.
- e) **Town:** means Town of Rosthern.

Introduction

The Town is seeking proposals from qualified residential developers to participate in an exciting opportunity for community-focused development. This RFP aims to advance residential growth, with a strong emphasis on entry-level homeownership and rental housing options that meet the needs of a diverse and growing population.

The subject site—a sizable parcel of land located at the southern edge of the community—offers significant potential for innovative and scalable residential solutions. The Town encourages forward-thinking development approaches that align with its strategic priorities, including affordability, sustainability, and long-term livability, along with attracting creative partnerships and practical models that help more people call Rosthern home.

Community Overview and Strategic Vision

Nestled in the heart of central Saskatchewan, Rosthern is a thriving and dynamic community of approximately 1,823 residents. Nestled in the Twin Rivers Region – the land between the North and South Saskatchewan Rivers, we are surrounded by productive farmland and anchored by a strong healthcare sector, the Town is a growing economic hub with a vibrant retail presence. Its prime location on Highway 11—halfway between Saskatoon and Prince Albert—positions Rosthern as a compelling choice for both residential and commercial investment.

With an active Chamber of Commerce, engaged regional partnerships, and a strong sense of community, Rosthern is more than a place to live and work—it's a Town committed to sustainable growth and long-term prosperity. We take pride in cultivating a welcoming environment for all. The Town's lively arts and culture scene draws visitors from across the TR region and beyond, while amenities like the Jubilee Sports Centre, Valley Aquatic Centre (open May–September), Valley Regional Park and Golf Course, the Community Multi-Purpose Centre, and our provincial-level ball diamonds offer outstanding quality of life.

Through a partnership with the Saskatoon Regional Economic Development Authority (SREDA), the Town provides timely data and insights to help residents, investors, and developers make informed decisions. A visual snapshot is available on page 5, and the full details can be found at www.rosthern.com/p/economic-development.

Our 2025–2029 Strategic Plan is anchored in the following vision and mission:

- **Vision:** *Rosthern is a dynamic and leading community built on innovative strategic development and sustainable growth.*
- **Mission:** *The purpose of Town Council is to create an environment that meets the evolving needs of our community.*

In aligning with these strategies and in response to the national housing crisis, Rosthern is prioritizing the development of affordable and diverse housing options. The area is experiencing rapid growth, prompting many to commute from larger centres due to the lack of suitable housing either to rent or purchase. We are working to reverse this trend by focusing on multi-unit and density-based housing, along with affordable homeownership and rental options for working residents.

To support this expansion, Rosthern is currently constructing a new multi-million-dollar water treatment plant, complemented by additional new wells and supply lines to ensure a long-term, 20-year water infrastructure plan and growth. In the meantime, the Province of Saskatchewan, in collaboration with the TR regional partners and two hospital foundations, is advancing plans for a modern acute care facility. The addition of this hospital is expected to attract more healthcare professionals to our Sask Valley Medical Clinic, further strengthening our current team of eight outstanding physicians. The new hospital will enhance medical services, attract healthcare professionals, and align with our community's growing educational and business sectors—including both public and private K–12 schools. Our new public K-12 school is at near capacity while our private 9-12 school has embarked on a multi-million-dollar upgrade to their facility. Alongside municipal, healthcare, and education services, protective services are also expanding—our local RCMP authority is currently constructing a new, state-of-the-art facility that will serve both the Rosthern and Wakaw detachments.

Population Growth Context

Rosthern's population continues to grow, driven by its appeal as a welcoming, well-connected, and opportunity-rich community. However, this growth is constrained by a limited supply of housing—particularly affordable and diverse options. As population pressures rise in larger centres, more individuals and families will seek out communities that offer not only affordability, but a superior quality of life. Rosthern is ideally positioned to meet that need, where lifestyle, community connection, and long-term livability truly count.

	2021	2016	2011	2006	2021-2006 % Change	2021-2016 % Change
Total Population	1823	1688	1572	1382	10%	8%
Single-family dwelling	674	570	570	520	9%	18%
Multi-unit dwelling	120	125	135	90	13%	-4%
Median total income	\$ 63,525	\$ 62,336	\$ 61,900	\$ 61,040	1%	2%
Average total income	\$ 79,300	\$ 77,721	\$ 77,100	\$ 76,300	1%	2%

Age Demographics	2021	2016	2011	2006	2021-2006 % Change	2021-2016 % Change
Under 19 years	475	450	390	290	18%	6%
20-40 years	335	315	305	275	7%	6%
40-64 years	525	495	485	450	5%	6%
65 and over	488	428	392	367	10%	14%
Total Population	1823	1688	1572	1382	10%	8%

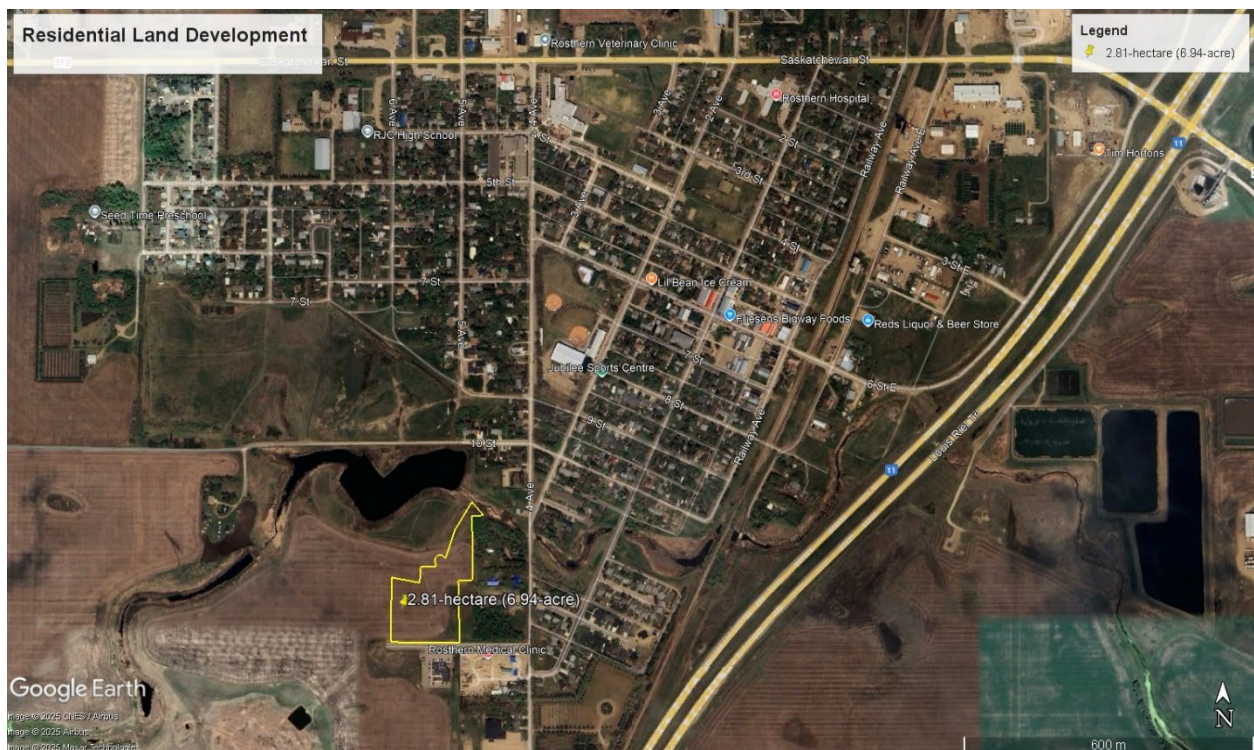
Source: StatsCan



Source: <https://sreda.com/our-region/town-of-rosthern/>

Project Description

We are inviting proposals from developers for a residential subdivision opportunity on a 2.81-hectare (6.94-acre) undeveloped parcel located at the southern edge of Rosthern. This site is positioned directly north of the Sask Valley Healthcare Centre and the future new Acute Care Hospital on 12th Street. The location offers excellent accessibility to Highway 11 and is minutes from Rosthern's downtown core. The property is also serviced with newly installed underground water and sewer infrastructure along its southern boundary, complemented by a paved street.



The Town can acquire preliminary engineered plans referencing a previously proposed subdivision layout, featuring single-family residential lots, semi-attached dwellings, a sizable multi-unit residential area, and a designated municipal reserve—prepared in alignment with applicable planning standards.

Developers are, however, encouraged to submit alternative subdivision layouts for consideration. The Town welcomes innovative concepts that align with its strategic vision and long-term development goals.

Development Responsibilities and Scope of Services

The Town considers the services outlined in this document essential and expects all respondents to regard them as mandatory. While the final scope may be refined through discussions with the selected developer, it will be confirmed prior to execution of a formal development agreement.

The relationship between the Town and the developer will remain that of independent entities, regardless of the financial structure chosen. The developer's team may include financial partners, planners, engineers, and construction firms, and will be responsible for all aspects of planning, design, servicing, and construction in accordance with Town standards and supporting agreements.

Key Developer Responsibilities

- **Reviewing Existing Plans:** Evaluate the proposed subdivision layout and conduct any necessary studies or suggest alternate designs, provided they align with the Town's strategic goals.
- **Building a Qualified Team:** Assemble an experienced team with expertise in residential subdivision development.
- **Establishing a Public-Private Partnership:** Collaborate with the Town on shared goals, timelines, and community needs.
- **Securing Financing:** Demonstrate financial capacity for development.
- **Coordinating Land Development:** Coordinate all aspects of land development, including site preparation, installation of municipal services, road construction, lot grading and finishing, in compliance with applicable regulations.
- **Ensuring Regulatory Compliance:** Adhere to all municipal, provincial, and federal standards.

The developer will manage the project from planning to occupancy, ensuring all components are completed in compliance with applicable laws and technical standards. A Town-appointed contract administrator will oversee the agreement and be the main Town contact.

Essential Services and Disciplines

Developers must account and are responsible for all services directly or through qualified subconsultants. The following disciplines are deemed essential:

Discipline	Description
Urban Planning and Land Use Design	Site layout and policy alignment
Site Surveying and Geotechnical Testing	Terrain and ground condition analysis
Environmental Assessments	Impact mitigation and sustainability
Civil Engineering	Infrastructure design and installation of all municipal infrastructure
Financial Planning and Cost Estimation	Budgeting and risk analysis
Community Engagement	Public consultation and input
Approvals and Compliance	Municipal and provincial requirements
Architectural Design	Applicable for attached or multi-unit housing
Construction Management	Execution and oversight of build
Landscape and Open Space Design	Parks, trails, and greenspace planning
Accessibility and Universal Design	Inclusive infrastructure standards
Traffic Impact Assessment	Road safety and capacity planning
Utility Coordination	Integration of power, gas, water/sewer, telecom
Signage and Wayfinding	Visual identity and navigation tools
Quality Control and Safety Programs	Risk management and assurance protocols

Developers are expected to follow best practices, apply sustainable and innovative design strategies, and demonstrate experience with similar-scale projects. Pre-construction planning, logistics, and coordination with Town staff will be essential throughout.

Submission Requirements

Interested proponents are asked to submit a comprehensive proposal that includes the following components:

1. **Cover Letter**
 - A brief introduction of the proponent, outlining interest in the project and a summary of key qualifications.
2. **Company Profile & Experience**
 - Company background
 - Relevant experience with similar residential subdivision developments, with references
 - Bios or resumes of key project team members (if available)
3. **Project Vision & Concept**
 - Description of the proposed development, including housing types (e.g., rental, entry-level, multi-unit)
 - How the proposal aligns with the Town's strategic priorities
 - Site concept plan or sketches
4. **Project Timeline**
 - Estimated milestones for planning, design, permitting, and construction phases
 - Anticipated completion date
5. **Financial Information**
 - Demonstrate sufficient financial capacity to undertake a project of this scale.
 - Outline of any municipal incentives or supports requested
6. **Community Integration Strategy**
 - How will the project contribute to Rosthern's long-term liveability
 - Measures to support affordability, accessibility, or sustainable design
7. **Additional Information**
 - Any other features or innovations the proponent wishes to highlight

Submission Instructions and Questions

These instructions are designed to ensure that all proposals are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

1. Proposal Deadline

All proposals must be received by **12:00 p.m. on Friday, August 1, 2025**. Late submissions will not be considered unless due to an error by the Town.

2. Submission Format

Proposals must be submitted in one of the following formats:

- Digital submission: PDF format via email to cao@rosthern.com with the subject line "Residential Subdivision Development RFP 2025-02 – [Proponent Name]"
- Hard copy: Sealed envelope clearly marked "Residential Subdivision Development RFP 2025-02 – [Proponent Name]" delivered to:

Town of Rosthern
Attention: Chief Administrative Officer
PO Box 416
Rosthern SK S0K 3R0

3. Proposal Inquires

All inquiries and requests for clarification must be submitted in writing to Cortney Larsen, CAO via email – cao@rosthern.com by **5:00 p.m. Wednesday, July 23, 2025**. Responses to questions may be shared with all known proponents via an addendum.

4. Amendments to Proposals

Proponents may amend or withdraw their proposals in writing prior to the closing time. After the submission deadline, proposal may not be withdrawn or altered. Pre-proposal negotiations are not allowed.

5. Confidentiality

All submissions will be held in confidence by the Town, subject to applicable freedom of information and privacy laws.

Evaluation Criteria and RFP Governance

All proposals received under this RFP will be evaluated based on criteria informed by the Town's Strategic Plan. The evaluation process is designed to be fair, transparent, and reflective of community priorities.

Proposals may be assessed through a combination of scoring, reference checks, interviews, and requests for clarification. Such inquiries will not imply preference or shortlisting.

Appendix A - Town of Rosthern Strategic Plan 2025-2029

Available for review at www.rosthern.com/p/strategic-plan or provided in the attachment below.



Strategic & Operations Plan 2025 - 2029

Strategic Planning

Why is Strategic Planning Important?

Creates A Roadmap

- Strategic planning provides a roadmap for achieving long-term goals.

Identifies Opportunities

- Strategic planning helps businesses identify opportunities.

Reduces Risks

- Strategic planning helps businesses mitigate risks.

Aligns Resources

- Strategic planning helps align organizational resources, activities, and goals.

Shapes The Future

- Strategic planning is a tool for shaping the future and creating momentum.

Prepares For New Challenges

- Strategic planning helps businesses adapt to new challenges and opportunities.

In February and March of 2025, the Town of Rosthern Council and Senior staff undertook strategic and operations planning processes as an important step to meet the needs of our community members and prepare for our future.

Council is pleased to provide our residents with the results of that very important process.

Mayor & Council



Mayor
Dennis Helmuth



Councillor
Colin Aebig



Councillor
Emily Hand



Councillor
Kate Kading



Councillor
Brett Knoll



Councillor
Jason Peters



Councillor
Audrey Watson

OUR VISION

"The Town of Rosthern is a dynamic and leading community built on innovative strategic development and sustainable growth."



OUR MISSION

"The purpose of the Town of Rosthern Council is to create an environment that meets the needs of our community."

OUR VALUES

Leadership



We conduct municipal business in a sound and ethical manner while continually evaluating and anticipating current and future needs. We are informed and guided by best practices, facts, science and history.

Respectful & Inclusive



We respect the rights and beliefs of our Councilors', our staff and our community and commit to treating them with the highest degree of dignity and equality.

Approachable



Council is open and will take into consideration the views and interest of others when making decisions.

Fiscal Responsibility



We continually balance our financial capabilities with the needs of our residents to ensure long-term growth and prosperity in our community with the flexibility to deal with change.

Service Excellence



We will continually strive for excellence in the delivery of municipal service.

Teamwork



We cannot live in isolation from our municipal and First Nation neighbours, and are committed to working together with other governments, businesses and organizations to provide our residents with mutually beneficial services.

Innovation



We are committed to encouraging innovation in developing and delivering programs, services and processes. We anticipate change and capitalize on the many opportunities that arise.

Environmental Stewardship



We are committed to helping everyone in our community understand the value of acting in an environmentally responsible way and finding a balance between the environment and our economy.

Safety



We strive to create an environment where our community is protected from crime and harm, prioritizing the well-being and security of individuals by promoting law enforcement and fostering a sense of safety.



Strategic Direction #1 Economic and Community Development

The Town of Rosthern is committed to fostering a vibrant, diverse and sustainable local economy while enhancing the quality of life for residents. Our focus is on attracting and supporting businesses, encouraging investment, and promoting community-driven initiatives that strengthen economic resilience and social well-being.

By leveraging partnerships, supporting local entrepreneurship and enhancing key infrastructure and amenities, Rosthern will create an environment where businesses thrive, residents prosper, and the community remains a dynamic and welcoming place to live, work and visit.

Projects / Milestones

1. Hire an Economic Development Officer
2. Determine our Investment Readiness status
3. Determine the need for Economic Development service provision.
4. Develop a long-term Main Street/ downtown revitalization plan with a general strategy session by Council and staff. In turn develop an infrastructure Engineering plan for the Main Street/ downtown revitalization project.
5. Expand/ attract residential and commercial development with a focus on entry-level housing and rentals to accommodate young families. Address alternative housing attraction strategy.
6. Determine the Municipality's participation with the Station Arts Centre.
7. Determine the feasibility of a community Builders Alliance for the Town of Rosthern.
8. Develop an Investment Attraction strategy specific to hotel/motel accommodations.
9. Continue discussions with Beardy's First Nation to discuss potential business opportunities in Rosthern.

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Strategic Direction #2 Municipal Fiscal Sustainability

The Town of Rosthern ensures long-term financial stability through responsible fiscal management, diversified revenue generation, and efficient service delivery. Our focus is on maintaining balanced budgets, optimizing municipal resources and making prudent investments that support community growth while keeping services affordable for residents.

By implementing sound financial policies, exploring new funding opportunities and fostering economic development, Rosthern will build a resilient financial foundation that supports sustainable infrastructure, quality municipal services and long-term prosperity for the community.

Projects / Milestones

1. Purchase online software to track registrations and participation in recreation, sport, and culture programs
2. Develop a ten-year funded capital plan for all other Town departments except for the Utility plan already in place.





Strategic Direction #3 Municipal Service Infrastructure Development

The Town of Rosthern is committed to developing and maintaining high-quality municipal infrastructure that supports sustainable growth, enhances service delivery and improves the well-being of residents. Our focus is on investing in resilient, efficient, future-ready infrastructure that meets the community's evolving needs .

This includes prioritizing long-term asset management, integrating sustainable practices, optimizing public service delivery, and leveraging funding opportunities to ensure financial responsibility. Rosthern will create a strong foundation for a thriving and connected municipality by aligning infrastructure development with economic growth and community priorities.

Projects / Milestones

1. Increase the lagoon capacity through engineering to provide future development.
2. Conduct an analysis for the development of a Multi-Purpose Pad.
3. Develop a fully costed walking Path implementation plan.
4. Review options for off-season programming for the arena.
5. Enhance indoor and outdoor winter recreation programming for our residents.





Strategic Direction #4 Municipal Administrative Excellence



The Town of Rosthern is committed to achieving administrative excellence by fostering a culture of professionalism, efficiency and continuous improvement in municipal operations. Our focus is on enhancing service delivery, streamlining processes and leveraging technology to improve responsiveness and transparency.

By investing in staff development, promoting strong governance and engaging with the community, Rosthern will ensure effective decision-making, accountable leadership and a high standard of municipal services that support the town's long-term growth and success.

Projects / Milestones

1. Develop a Comprehensive Communication Policy
2. Develop a Budget Policy and implementation plan to ensure budget approval by December 31 of the previous year.
3. Undertake a review and develop a new staffing and succession plan.
4. Develop a Council and staff training and development plan to ensure training for Council and staff is included in the budget
5. Collect the past plans in a central location for reference
6. Complete the Asset Management Plan, including cost projections
7. Ensure Council Orientation, including Council and Administration roles and responsibilities, occurs after every general election by developing a policy to ensure it happens.
8. Review partnership opportunities with Council and determine which groups Council would like to meet with.





Your Input and Feedback is Welcome

To our residents, the Council and Administration welcome your comments and feedback regarding our plan contained in this documents.

Please provide you feedback to us by email at townoffice@rosthern.com if possible to ensure we get your feedback correct and have a record of it.

Please checkout our website www.rosthern.com for more information regarding the Town of Rosthern and what it has to offer and for updates to our plan.

You can also check us out on:



www.facebook.com/thetownofrosthern

www.instagram.com/townofrosthern/

