



Request for Proposal (RFP) #RFP2026-001

Hotel Development

Issue Date: March 17, 2026
RFP Due Date: April 30, 2026

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Definitions

a) **CAO:** means Chief Administrative Officer

b) **Proponent:** means a person or entity

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.

1. Introduction

The Town of Rosthern invites qualified hotel developers to submit proposals for the development, financing, construction, and operation of a new hotel on a prime parcel of land located along the service road of 6th Street East. This highway-front site offers exceptional visibility and convenient access for travelers on Highway 11.

The Town seeks innovative, scalable, and sustainable hotel concepts that will:

- Enhance local tourism and hospitality offerings
- Support economic growth and job creation
- Meet the accommodation needs of residents and visitors

Rosthern welcomes year-round visitors to major attractions such as Valley Regional Park Golf Course, Back to Batoche Days, Station Arts Centre events, regional sports tournaments, agricultural exhibitions, and more. Despite consistent visitor demand, the community faces a shortage of accommodations, creating a strong opportunity for new hotel development.

This RFP supports Town Council's commitment to economic development, tourism expansion, and long-term community sustainability.

2. Community Overview and Strategic Vision

Located in the centre of Saskatchewan, Rosthern is a vibrant and growing community of roughly 1,850 residents. Nestled within the scenic Twin Rivers Region, between the North and South Saskatchewan Rivers, the Town is surrounded by productive agricultural land and supported by a strong regional healthcare system. Its midpoint location between Saskatoon and Prince Albert along Highway 11 provides exceptional accessibility, positioning Rosthern as a natural gateway to northern Saskatchewan and a highly attractive destination for commercial investment, tourism, and visitor services.

The Town's Official Community Plan, together with the 2025–2029 Strategic & Operations Plan, establishes a clear vision and mission focused on sustainable growth, coordinated land-use planning, strategic infrastructure investment, and collaborative development practices.

Vision: *Rosthern is a dynamic and leading community built on innovative strategic development and sustainable growth.*

Mission: *Town Council is dedicated to creating an environment that supports the evolving needs of residents, businesses, and visitors.*

Guided by these principles, the Town is deliberately shaping a development climate that encourages high-value investment, particularly within the hospitality sector. Council continues to align policies, planning processes, and infrastructure upgrades to provide hotel developers with a predictable, efficient, and partnership-focused experience from initial inquiry through to construction and long-term operation. This strong and consistent direction signals to investors, tourism partners, and regional

stakeholders that Rosthern is committed to attracting quality accommodations, strengthening visitor-based economic activity, and supporting sustained commercial success. Together, these efforts reduce uncertainty, build confidence, and create the collaborative municipal-developer relationships essential for successful hotel development.

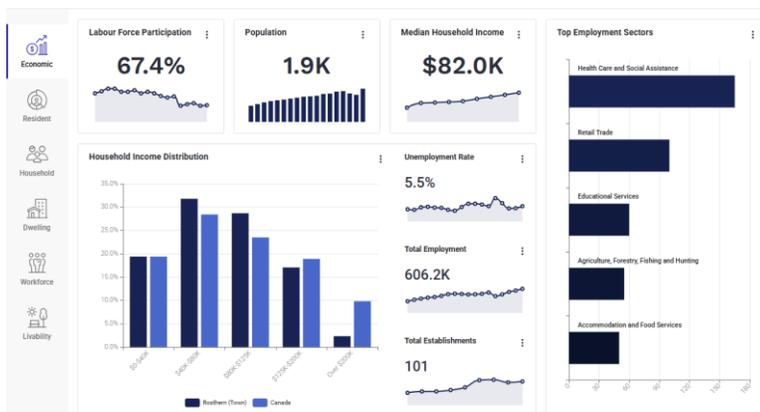
3. Population Growth Context

Rosthern is experiencing sustained population and economic growth, positioning the community as a strategic location for hospitality investment. With a population increase of 10% over the past 15 years and continued upward trends, the Town is attracting new residents, businesses, and visitors seeking quality amenities and services. Its prime location makes Rosthern a natural stop for regional travelers, business professionals, and tourists exploring central Saskatchewan. As larger urban centres face rising costs and limited availability, Rosthern offers an affordable, well-connected alternative with strong community amenities. The Town’s strategic investments in water infrastructure and regional partnerships underscore its commitment to sustainable growth and long-term livability. These factors create a compelling case for a modern hotel development that meets the needs of business travelers, healthcare visitors, sports teams, and leisure tourists.

	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



3.1 Drivers of Accommodation Demand

Rosthern's growth trajectory is supported by major local and regional initiatives:

- **Healthcare Expansion:** A new acute care hospital and expanded Sask Valley Medical Clinic will bring healthcare professionals, patients, and families to the Twin Rivers region.
- **Education Growth:** A new K–12 public school operating at capacity, along with private school upgrades, increases demand from educators and families.
- **Tourism and Recreation:** Valley Regional Park Golf Course, arts and culture venues and festivals such as the Station Arts Centre and variety of high-quality recreation amenities, including the Jubilee Sports Centre (skating and curling rink), the Valley Aquatic Centre (outdoor pool), two well-maintained baseball diamonds (Provincial standard), a community centre, and numerous parks and green spaces as well as maintained walking trails support healthy living and attract consistent traffic.
- **Multi-million-dollar Water Infrastructure Project:** The Town is currently undertaking a major infrastructure project that includes the construction of a new water treatment plant featuring a treated water reservoir capacity of over 900,000 gallons, installation of new raw water supply line to plant, and development of five new wells complete with a pump supply house and new lines.
- **Residential Subdivision Developments:** Currently the Town is working on bridging the existing gaps in the residential housing market by creating a small subdivision and working to attract investors to support a large, planned development close to the Hospital expansion area.
- **Working with regional Twin Rivers partner municipalities** to strengthen regional capacity by assessing investment readiness opportunities and maximizing economic corridors by unlocking the growth potential. This collaboration supports economic growth and job creation, enhances infrastructure and services, and improves workforce and youth retention, while positioning the region to attract families, entrepreneurs, and businesses through coordinated regional cooperation.
- In addition to these strong drivers, our Town benefits from an active Rosthern and District Chamber of Commerce, robust regional partnerships with neighbouring municipalities and First Nations communities, and a highly engaged population dedicated to sustainable growth and long-term prosperity.

4. Project Description

Inviting proposals from qualified developers for a premier hotel development opportunity on a 1.15 hectare (2.86-acres) undeveloped parcel located along the service road on 6th Street East, directly facing Highway 11. Strategically positioned just west of Highway 11 and near the intersection with Highway 321, this site offers exceptional visibility and convenient access for travelers. Its highway-front location ensures high exposure, while being only minutes from Rosthern's vibrant downtown core. This property presents significant potential for a hospitality project that will serve both local residents and visitors traveling through the region.



5. Available Municipal Incentives

The Town seeks to encourage economic development and strengthen its commercial areas by offering tax-based incentives through formal exemption agreements. Under the Town's Tax Incentive Policy, new commercial construction on an empty lot may qualify for a four-year exemption on both land and building assessment, provided the developer enters into a tax exemption agreement, complies fully with all municipal bylaws and required permits, and maintains all Town accounts in good standing throughout the incentive period. If any terms of the agreement are not met, the exemption may be revoked. This incentive is designed to help reduce upfront development costs, stimulate private investment, and support long-term economic growth within the community.

6. 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 land purchase and 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.

6.1 Key Developer Responsibilities

The developer will manage the project from planning to occupancy, and may need to ensure all components are completed in compliance with applicable laws and technical standards:

- **Conduct Feasibility Study:** Conduct any additional studies or design alternatives that still support the Town's strategic goals.
- **Assemble a Qualified Team:** Bring together an experienced development team with strong hotel planning, construction, and operational expertise.
- **Partner with the Town:** Work collaboratively with the Town to establish shared project goals, timelines, and community priorities.
- **Secure Project Financing:** Demonstrate the financial capacity to fully fund the development.
- **Manage Land Development:** Oversee all site-related work, including site preparation, servicing, roadwork, grading, and finish ensuring it meets all required standards.
- **Meet All Regulations:** Comply with all municipal, provincial, and federal requirements throughout the project

6.2 Site Servicing Information

The developer will be responsible for all costs associated with developing the subject land to standards acceptable in the Town's Development and Servicing Standards. This includes completing all required site servicing such as, but not limited to, connecting to water and wastewater mains and all other utility related infrastructure that is required. The developer must construct any approaches, culverts, drainage features, streetlights, or signage required to safely and effectively service the development and must restore any portions of the existing roadway impacted by servicing work to Town standards. The developer is further responsible for preparing and implementing a lot grading and drainage plan, coordinating all franchise utilities, and providing all engineering drawings, approvals, inspections, and as-built documentation necessary to ensure the development integrates properly with municipal infrastructure. Developers are also responsible for obtaining required approvals from the Ministry of Highways, as the subject parcel is located adjacent to Highway 11.

7. 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 with possible relevant experience with similar hotel developments, references would be appreciated.

3. Project Vision & Concept

- Description of the proposed development, specify the type of hotel and its key features. Include anticipated amenities such as: guest rooms (i.e., 18-room hotel with three conference rooms, or 36-room hotel with fitness center, meeting and event spaces, dining options, accessibility features, parking and landscaping plans, etc.)
- 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 any municipal incentives or supports requested

6. Community Integration Strategy

- Demonstrate your vision and alignment with the Town Council's Strategic goals.
- Enhancing local economic opportunities.
- Promoting social and cultural engagement.

7. Additional Information

- Any other features or innovations the proponent wishes to highlight

8. 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: Thursday April 30, 2026, at 5:00 p.m.

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 “RFP 2026-001 Hotel Developer”
- Hard copy: Sealed envelope clearly marked “RFP 2026-001 Hotel Developer” 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 **3:00 p.m. on Wednesday, April 15, 2026**. 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 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.

9. Evaluation Criteria

Proposals will be assessed against evaluation criteria aligned with the Town’s Official Community Plan and Strategic Plan. The Town reserves the right to conduct reference checks, interviews, and request additional information or clarification as part of the evaluation. The process will be conducted in a fair and transparent manner and will reflect community priorities.

Proponents may be evaluated through a combination of scoring, reference checks, interviews, and clarification requests. Participation in these steps shall not be interpreted as preference or shortlisting.

9.1 Weighted Evaluation

All submitted proposals shall undergo a comprehensive review and evaluation process, with final approval resting solely with Town Council. Submissions will be scored using the following weighted criteria to identify best overall value:

Quality Criteria	Description	Weight - 100%
Project Vision and Concept	Clarity of concept, market positioning, brand alignment, quality of amenities, substantially features.	30
Team Experience and Capacity	Relevant hotel development and operations experience and strength of key personnel	20
Financial Capacity and Viability	Strength of financing plan; demonstrated capacity to deliver and operate.	20
Timeline and Deliverability	Realistic schedule; permitting strategy, risk management.	15
Community Integration and Benefits	Local employment and supplier opportunities; alignment with community values and heritage.	15

9.2 Compliance Requirements

This RFP is subject to the Town’s Purchasing Policy GG-FI005 and will be conducted fairly and transparently. It is a development solicitation and is not a procurement process for goods or services.

10. Terms and Conditions of the RFP Process

This section outlines terms that govern submission and evaluation:

- The issuance of this RFP does not guarantee that any proposal will be awarded. The Town may:
 - Accept or reject any proposal in whole or in part,
 - Cancel or amend the RFP at any stage, and/or
 - Extend submission deadlines at its sole discretion.