



Request for Proposal (RFP) - RFP26-03

Residential Development

Issue Date: May 13, 2026

RFP Due Date: June 1, 2026

Table of Contents

1.	Definitions.....	3
2.	Introduction	4
3.	Community Overview and Strategic Vision	4
4.	Population Growth Context	5
5.	Project Description	6
6.	Development Responsibilities and Scope of Services.....	7
	Key Developer Responsibilities.....	8
	Essential Services and Disciplines	8
	Land Transaction Details.....	9
	Development Agreement, Servicing, and Timeline after Submission Expectations.....	9
7.	Submission Requirements	9
8.	Submission Instructions and Questions.....	11
	Weighted Evaluation Criteria	12
	Terms and Conditions of the RFP Process	13
	Proposal Submission, Amendment and Withdrawal	13
	Proposal Award Process	13
9.	Appendix A - Town of Rosthern Strategic Plan 2025-2029.....	14

1. 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.

2. Introduction

The Town is seeking proposals from qualified residential developers for the purchase and development of Lot 21, a municipally owned parcel designated for medium-density residential housing. The Town encourages forward-thinking approaches that align with its strategic priorities, including affordability, sustainability, and long-term livability, and welcomes creative partnerships that support attainable housing solutions.

This RFP invites high-quality, well-planned residential development that strengthens the Town's housing supply and supports its long-term growth and infrastructure objectives. Proponents are encouraged to present innovative, practical concepts that enhance neighbourhood connectivity, safety, and overall livability to help more people call Rosthern home.

3. Community Overview and Strategic Vision

Located in the heart of central Saskatchewan, Rosthern is a thriving and dynamic community of approximately 1,850 residents. Additionally nestled in the Twin Rivers (TR) 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 in the following pages, and the full details can be found at <https://rosthern.com/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 wells and supply lines. This infrastructure will ensure a sustainable, long-term (20-year) water supply to support future growth.

At the same time, the province, in collaboration with the TR regional partners and two hospital foundations, are advancing plans for a new larger acute care facility. This addition is expected to attract more healthcare professionals to the Sask Valley Medical Clinic, further strengthening an already outstanding physician team. The new hospital will enhance medical services and will attract talent and position Rosthern as a strong regional health hub.

Rosthern’s education and business sectors are also experiencing steady growth. Both public and private K–12 schools are expanding to meet demand. The new public K–12 school is nearing capacity, while the private Grades 9–12 school has initiated a multi-million-dollar facility upgrade. In addition, protective services are expanding, with the RCMP currently constructing a new state-of-the-art detachment to serve both Rosthern and Wakaw areas.

4. 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/>

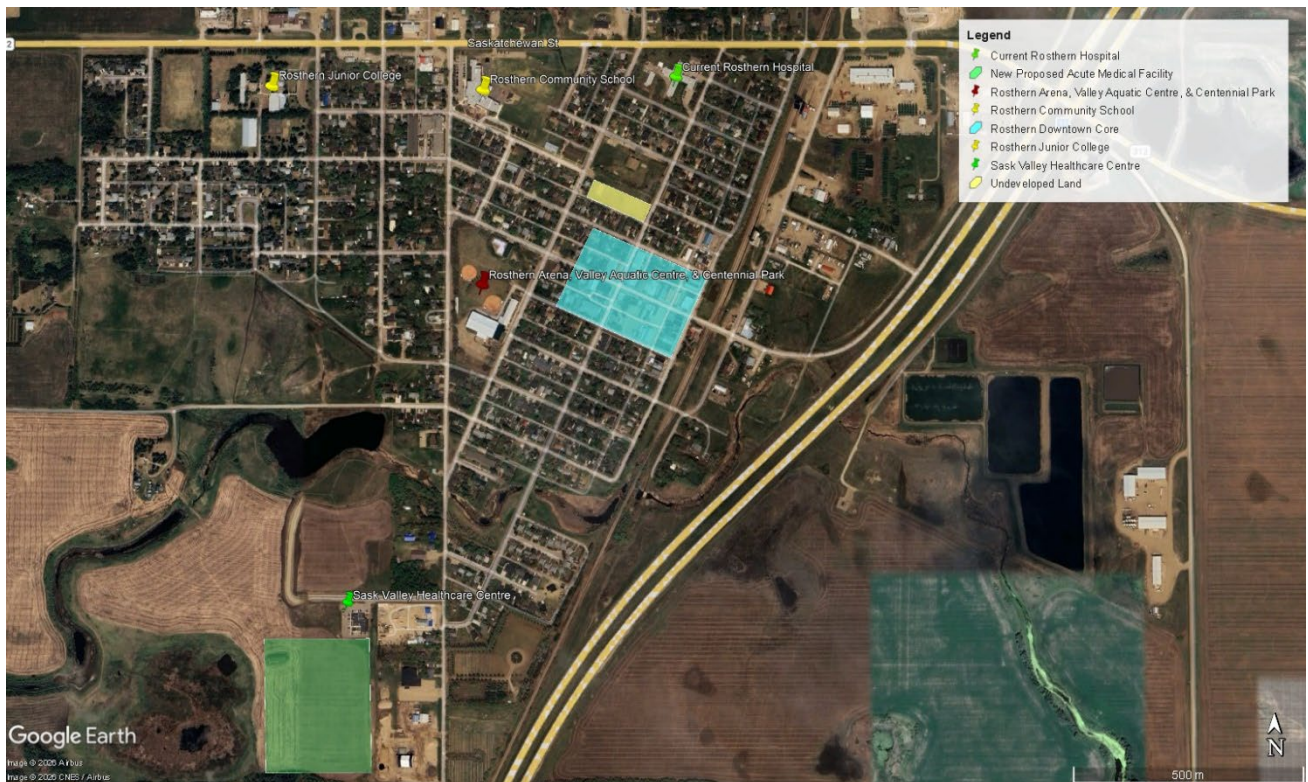
5. Project Description

We are inviting proposals from developers for a residential development opportunity on a .808-hectare (2-acre) undeveloped parcel located within an established residential area and is suited to forms of attached and semi-attached, or other housing configurations consistent with Town’s zoning district R2 – Medium Density Residential and strategic objectives. The location offers excellent accessibility to Highway 11, local schools and Rosthern’s downtown core.



The Town envisions row housing ownership and multi-unit rental developments as key solutions to help address Rosthern’s housing needs. These housing types appeal to younger residents entering the housing market, while also providing suitable, lower-maintenance options for seniors looking to downsize into homes that better match their lifestyle.

The property is partially serviced, with water and sewer infrastructure installed along an east–west alignment through the site. The developer would be responsible for all additional costs associated with development of the road and sidewalks, along with lighting as per the Town’s Development Standards



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

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 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

- **Building a Qualified Team:** Assemble an experienced team with expertise in residential subdivision development.
- **Subdivision Planning and Design:** Prepare a subdivision concept and layout, including any required studies, that aligns with the Town’s strategic objectives, zoning framework, and servicing requirements.
- **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:** Ensure full adherence to all applicable municipal, provincial, and federal requirements throughout the project lifecycle.

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 all housing
Construction Management	Execution and oversight of build
Landscape and Open Space Design	Parks, trails, or greenspace planning
Accessibility and Universal Design	Inclusive infrastructure standards
Traffic Impact Assessment	Road safety and capacity planning, if required
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.

Land Transaction Details

The Town will consider both the proposed purchase price and the overall development value in its evaluation. The highest purchase price will not necessarily be accepted, as the Town will prioritize proposals that demonstrate strong alignment with community objectives, quality of development, and long-term benefit.

The successful proponent will be required to enter into a formal Land Sales Agreement with the Town, setting out the terms and conditions of the property transaction, including purchase price, timelines, and any applicable conditions of sale.

The subject lands have been independently appraised, and while a minimum acceptable price is not disclosed, proposals are expected to reflect fair market value. Proponents may submit conditional offers; however, all conditions must be clearly identified and will be evaluated for reasonableness, feasibility, and alignment with the Town's project timelines. The Town reserves the right to negotiate or reject conditions that may compromise the delivery of the project.

Development Agreement, Servicing, and Timeline after Submission Expectations

The successful proponent will be required to enter into a formal Development Agreement with the Town prior to commencement of work. This agreement will establish key project expectations, including construction start and completion timelines, phasing requirements (if applicable), and the allocation of responsibilities for on-site and off-site servicing and infrastructure costs. The agreement may also include requirements for development security, such as a letter of credit or other financial assurances, to ensure completion of the project in accordance with approved plans. Provisions will be included to address project delays or non-performance, including the Town's ability to enforce timelines or recover the lands if development does not proceed as agreed.

Proponents should note that while the subject lands are partially serviced, the Town will confirm available servicing capacity at the time of development, including water, sewer, or other municipal infrastructure. Proposals should acknowledge the need for appropriate stormwater management solutions and identify any anticipated off-site servicing or infrastructure upgrade requirements necessary to support the development. In addition, proponents are advised that, following the submission deadline, the Town intends to proceed with an evaluation period, which may include follow-up inquiries or interviews with shortlisted proponents, with a target to identify a preferred proponent and negotiate a Development Agreement within a reasonable timeframe. While exact dates may vary, proponents should be prepared to advance discussions and enter into an agreement promptly following selection.

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
 - 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

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

All proposals must be received by **12:00 p.m. noon on Monday, June 1, 2026**. 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 Development RFP26-03 – [Proponent Name]"
- Hard copy: Sealed envelope clearly marked "Residential Development RFP26-03 – [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. Friday, May 22, 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 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.

The Town is committed to ensuring equal opportunity in all public sector competitions and upholds two guiding principles:

- Evaluation criteria will be clearly communicated prior to the invitation to tender and applied consistently throughout the process.
- Rejection decisions will be documented, supported by evidence, and traceable to the established evaluation framework.

Weighted Evaluation Criteria

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	Weight - 100%
Project Vision and Community Alignment <ul style="list-style-type: none"> - Clear, creative, and responsive development concept - Housing type suitability (entry-level, rental, multi-unit) - Compatibility with Rosthern’s land-use and strategic goals 	25
Developer Experience and Capacity <ul style="list-style-type: none"> - Proven experience with similar projects - Qualifications of key team members - References and portfolio strength 	15
Financial Proposal and Viability <ul style="list-style-type: none"> - Strength and structure of financial plan - Purchase price or requested incentives - Evidence of financing feasibility 	20
Community Impact and Integration <ul style="list-style-type: none"> - Affordability, sustainability, accessibility - Liveability and positive community impact 	20
Project Timeline and Deliverability <ul style="list-style-type: none"> - Realistic phasing and implementation plan - Readiness to begin and meet milestones 	20

Additionally, the Town will assess the following qualitative indicators:

- **Relevant Experience & Track Record**
 - Performance history, budget adherence, innovation, and alignment with planning goals.
- **Project Team Strength**

- Credentials, collaboration record, and familiarity with Saskatchewan's planning landscape. All tender returns will be assessed against the quality criteria and awarded points based on the table below.

Assessment	Description	Score
Excellent	Exceeds the required standard. Response answers the topic/question with precision and relevance. Includes improvement through innovation/added value.	5
Good	Meets the standards required. Comprehensive response in terms of detail and relevance to topic/question.	4
Acceptable	Meets the standard in most aspects but fails in some areas. Acceptable level of detail, accuracy and relevance.	3
Limited	Fails the standard in most aspects but meets some. Limited information/inadequate/only partly addresses the topic/question.	2
Inadequate	Significantly/completely fails to meet the standard. Inadequate detail provided/questions/topic not addressed.	1

Terms and Conditions of the RFP Process

This section outlines terms that govern submission and evaluation:

- Issuance of this RFP does not guarantee contract award. The Town may:
 - Accept or reject any proposal in whole or in part,
 - Negotiate terms without obligation to other proponents,
 - Cancel or amend the RFP at any stage, and/or
 - Extend submission deadlines at its sole discretion.
- All proposals must be signed by an authorized company representative.
- The Town will evaluate proposals using both published and internal criteria as appropriate.
- RFPs not meeting these requirements may be rejected.
- Addendums, if issued, will be posted on www.sasktenders.ca; proponents are responsible for monitoring and incorporating them.

Proposal Submission, Amendment and Withdrawal

- Proposals may be amended or withdrawn prior to the official closing date.
- Late submissions may not be accepted unless authorized by an RFP extension.

Proposal Award Process

- The CAO will award contracts and proposals where funds are budgeted, and the recommended bidder meets criteria and offers best value.
- Town Council will award contracts when:
 - The recommended bidder is not the lowest qualified option
 - The award would exceed budgeted funds or is of a controversial nature
 - A sole-source contract exceeds \$20,000
 - The CAO refers the matter to Council

- All unsuccessful bidders will be notified in writing.

9. Appendix A - Town of Rosthern Strategic Plan 2025-2029

Available for review at <https://rosthern.com/strategic-plan> or provided in the attachment below.



Strategic & Operations Plan 2025 - 2029

Strategic Planning

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.

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.

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.

4 Town of Rosthern Strategic Plan: 2025-2029





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/

