



District of Coldstream  
**REQUEST FOR EXPRESSION OF INTEREST**  
No. RFEI-2026-10

for  
**9801 KALAMALKA ROAD COMMERCIAL OPPORTUNITY**

**Submissions marked “RFEI-2026-10 –9801 Kalamalka Road Commercial Opportunity” will be received  
by the District of Coldstream:**

District of Coldstream  
c/o Purchasing Assistant  
[projectpurchasing@coldstream.ca](mailto:projectpurchasing@coldstream.ca)  
 (“Submission Location”)

**On or before 2:00 pm local time on May 14, 2026**  
 (“Closing Date and Time”)

RFEI documents may be obtained through the District’s website. Respondents are required to check the District’s website for any updated information and addenda before the closing date.

Date of Issue: **April 2, 2026**

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## 1.0 GENERAL INFORMATION

### 1.1 Request

The District of Coldstream (“District”) invites Request for Expression of Interest (RFEI) submissions from commercial businesses or developers (the “Respondent”) with expertise in commercial development or commercial operations, to submit concepts for the use of the property located at 9801 Kalamalka Road in Coldstream, BC.

The District would like to enter formal negotiations with the Respondent with the most suitable proposal with a goal of having the Respondent construct and operate a commercial building on a site currently owned by the District.

### 1.2 Terminology

The following terms will apply to this RFEI:

“District” means the Corporation of the District of Coldstream;

“Closing Date and Time” means the date and time provided on the cover page of this RFEI;

“Agreement” means the written agreement resulting from this RFEI;

“Respondent” means a responder to this Request for Expression of Interest;

“Submission” means the submission by the Respondent;

“RFEI” means this Request for Expression of Interest;

“Submission Location” means the email address provided on the cover page of this RFEI;

“Successful Respondent” means the Respondent selected by the District to enter into negotiations for a contract; and

“The District’s website” means <https://www.coldstream.ca/bid>.

## 2.0 INSTRUCTIONS TO RESPONDENTS

### 2.1 Review and Interpretation of Submissions

Each Respondent is solely responsible for examining all the RFEI documents, and for independently informing itself with respect to any and all information contained therein, and any and all conditions that may in any way affect the Submission.

## 2.2 Inquiries & Clarification

All questions and requests for clarification relating to the RFEI (*Request for Expression of Interest*) will be directed to operations and purchasing at [projectpurchasing@coldstream.ca](mailto:projectpurchasing@coldstream.ca) and must be received by the District on or before 4:00 PM on May 1<sup>st</sup>, 2026. Email is the only method of contact.

## 2.3 Non-Solicitation

Respondents and their agents will only contact the District representatives listed in this RFEI and will not contact any other staff members or members of the District Council with respect to this RFEI at any time prior to the award of a Contract or the termination of the RFEI. The District may reject the Submission of any Proponent that makes any such contact.

## 2.4 Addenda

The District reserves the right to modify the terms of the RFEI at any time at its sole discretion up to the Closing Date and Time. Written addenda are the only means of varying, clarifying or otherwise changing any of the information contained in this RFEI. It is the sole responsibility of the Respondent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFEI. If required, an addendum will be published on the District's website:

District's Website: <https://www.coldstream.ca/bid>

Upon submitting a submission, Respondents will be deemed to have received notice of all addenda that are posted on the District's website and deemed to have considered the information in their Submission. The District, its agents and employer will not be responsible for any information given by way of oral or verbal communication.

## 2.5 Submission Requirements

For a Submission to be considered responsive, it must meet all requirements described in Section 3.0.

## 2.6 Modification or Withdrawal of Submissions

Modification to Submissions already submitted will only be allowed if submitted in writing prior to the Closing Date and Time unless requested by the District for purposes of clarification.

Submissions may be withdrawn by written notice provided such notice of withdrawal is received prior to the Closing Date and Time.

## 2.7 Opening of Submissions

Submissions will NOT be opened in public. Submissions may be opened by the District at any time after the Closing Date and Time.

## 2.8 Site Visit

A site visit is scheduled for 1:00 PM on April 20<sup>th</sup>, 2026. Please email [projectpurchasing@coldstream.ca](mailto:projectpurchasing@coldstream.ca) to confirm your attendance.

If a Respondent attended the scheduled site visit, they may request a second visit by emailing the District at [projectpurchasing@coldstream.ca](mailto:projectpurchasing@coldstream.ca).

## 2.9 Insurance

Where required, the Successful Respondent will, without limiting its obligations or liabilities, and at its own expense, provide and maintain public liability insurance, equipment insurance and automotive insurance and have the District named as additional insured in a form acceptable to the District and provide proof of coverage to the District upon request.

## 2.10 Registration with WorkSafe BC

The Successful Respondent must be registered with *WorkSafeBC*, in which case *WorkSafeBC* coverage must be maintained for the duration of the contract. Prior to receiving any payment, the Contractor may be required to submit a *WorkSafeBC Clearance Letter*, indicating that all assessments have been paid

# 3.0 SUBMISSION REQUIREMENTS

## 3.1 Mandatory Requirements

All requirements described in this Section 3.0 are mandatory requirements and must be met for a Submission to be considered responsive.

## 3.2 Content

The submission should provide enough detail to clearly communicate the Respondent's intent, outline how the project will benefit the community, and explain the financial arrangements for upgrading the property.

Each Submission must contain:

- 1) Completed and signed Submission Form as per Schedule 2;
- 2) A concept plan of any proposed building renovations or property improvements;
- 3) A description of the proposed use;
- 4) A financial plan or business case for the proposed use of the site;
- 5) A description of how the proposed project will serve the community of the District of Coldstream in general; and
- 6) An expected lease rate for the use of the site.

## 3.3 Signatures

The Submission Form must be signed by an authorized representative of the Respondent.

### 3.4 Delivery

Submission must be received by the District before the Closing Date and Time at the Submission Location. Submissions must be submitted electronically via email.

For submissions sent via email, the RFEI Closing Date and Time will be determined by the email system web clock. Submissions must be submitted to [projectpurchasing@coldstream.ca](mailto:projectpurchasing@coldstream.ca). Email submissions must not exceed 100MB in total file size.

Late submission will not be accepted.

## 4.0 EVALUATION & AWARD

### 4.1 Evaluation of Submissions

**Rating and Ranking:** Submissions will be evaluated and ranked based on non-technical merits by Coldstream Council and staff. Factors to be considered include, but are not limited to:

- Desirability of proposed uses
- Anticipated community benefit, which includes evaluation of the release rate
- Suitability of Team or Proponent
- Suitability of Relevant Local Experience

The District of Coldstream will enter into negotiations with the highest ranked Respondent regarding land tenure and operational model for the new commercial facility. There is no guarantee that negotiations will lead to a successful outcome and that the highest ranked Respondent will be assured development on the site. Any development proposals will be required to undertake all required government reviews and obtain any required permits, licenses, or other authorizations.

No totals, weights, prices or scores will be provided to any Respondent. Ratings and ranking will be subjective, and while informed by listed factors, will ultimately be judged based on subjective considerations.

### 4.2 Award

No contract, purchase order or other document will be issued to the Successful Respondent. The Successful Respondent will be contacted to enter into negotiations with the District of Coldstream for the acquisition of the property and discussion of the approvals process associated with the project. Successful negotiations may result in the sale or lease of the property to the Successful Respondent, subject to mutual agreement.

## 5.0 TERMS AND CONDITIONS OF RFEI

### 5.1 Acknowledgment

By submitting a Submission, each Respondent acknowledges that it has read, understood, and agrees to be bound by all terms and conditions contained in this Section 5.0.

## 5.2 Preparation of Submission

All Respondents will be solely liable for all costs incurred in the preparation of submissions response to this RFEI. This RFEI does not commit the District to award a contract, to pay costs incurred in the preparation of a submission or to contract for the goods and/or services offered.

## 5.3 Conflict of Interest

By submitting a Submission, the Respondent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Respondent, has any financial or personal relationship or affiliation with any elected official or employee of the District or their immediate families which might in any way be seen by the District to create a conflict.

## 5.4 Interpretation

In the case of any inconsistency or conflict between the provisions of the RFEI, provisions of such documents and addenda thereto will take precedence in governing in the following order: 1) Addenda, 2) RFEI, 3) all other documents referenced in the RFEI.

## 5.5 No Claim

Except as expressly and specifically permitted in this Request for Expression of Interest (RFEI) no Respondent will have any claim for any compensation of any kind whatsoever, relating to this RFEI and by submitting a Submission each Respondent will be deemed to have agreed that it has no claim.

## 5.6 Not a Tender

This is a Request for Expression of Interest and not a tender call or call for quotations. No contractual, tort or other legal obligations are created or imposed on the District or any other individual, officer or employee of the District by the Request for Expression of Interest documentation or by submission or consideration of any submission by the District.

## 5.7 No Obligation to Proceed

Though the District fully intends at this time to proceed through the RFEI, the District is under no obligation to proceed to the Contract, or any other stage. The receipt by the District of any information (including submissions, ideas, models, or other materials communicated or exhibited by any intended Respondent, or on its behalf) will not impose any obligations on the District. There is no guarantee by the District, its officers, employers, or managers that the process will be initiated by the issuance of this RFEI will continue, or that this RFEI process or any RFEI process will result in a contract with the District for the purchase of goods or services.

## 5.8 District's Reservations

The District reserves the right to:

- a) amend, cancel, delay, suspend, terminate, or withdraw this RFEI at any time;

- b) re-advertise the RFEI or to commence a new procurement process in any other form;
- c) after the Closing Date and Time, to not evaluate any Submission;
- d) waive any minor defect or minor irregularity in a Submission;
- e) after evaluation of Submissions has been performed, to not invite any Respondents to enter into the Contract;
- f) after inviting one or more Respondents to enter into the Contract, to not execute the Contract; and
- g) amend or negotiate terms of the Contract including with one or more Respondents.

### **5.9 Applicable Law**

The law applicable to this RFEI will be the law in effect in the Province of British Columbia. Except for an appeal from a British Columbia Court to the Supreme Court of Canada, no action in respect to this RFEI will be brought or maintained in any court other than in a court of the appropriate jurisdiction of the Province of British Columbia.

### **5.10 Freedom of Information and Protection of Privacy Act**

Information received by the District will be held in confidence and will become the property of the District. The District is however, bound by the provisions of the Freedom of Information and Protection of Privacy Act, and all parties are advised that submissions will be treated as public documents and their contents disclosed if required to do so, pursuant to the Act.

**SCHEDULE 1  
SPECIFICATIONS**

## General

**The District of Coldstream:** The District of Coldstream (the “District”) was established in 1906, and it is still possible to catch glimpses of that seminal time in history within the District today. The Coldstream Valley is a beautiful and unique east-west valley within the Okanagan region of British Columbia. The Coldstream Valley has been a cradle for the District and supported rich agricultural and logging activities and, more recently, a vibrant community of homes, recreational activities, and business ventures. Protecting that precious heritage and fostering the lifestyles of current and future residents is an important challenge with the goal of building a strong, independent, and vital community...second to none. Further background and details on the District can be found at: <https://www.coldstream.ca/>

**9801 Kalamalka Road:** The property, located at 9801 Kalamalka Road, is the center of what the District envisions as a future Town Centre. It is located adjacent to the District’s municipal office and nearby commercial and industrial operations. The building is a single story, 1,030 square foot space with a charming stone façade. There is an iconic clock tower at the front of the property that must remain.

The property has recently been re-zoned from P1 (Civic One Zone) to C4 (Town Center Commercial).

Council directed Administration to explore options to lease this property for up to 10-years. The property has previously been renovated to an institutional standard and includes:

- A front reception/office area
- Two individual offices
- One storage room/office (no window)
- A kitchen with two sinks
- A 2-piece washroom
- Natural gas heat and hot water
- A 600 square feet double garage at the rear of the property
- Some on street parking is available

**Commercial Uses:** The Successful Respondent will operate, or lease to operators, a commercial business that:

- Caters to nearby residents and businesses
- Provides services to the community, which might include retail, personal services, professional services, medical services, or other low impact commercial uses

Uses that serve a community benefit will be favorably considered.

This project is not intended as an operating partnership between the District and the Successful Respondent. The lease of the building and operation of the facility is intended to be conducted by the Successful Respondent, subject to required municipal or other approvals.

The intent of this RFEI is to have interested Respondents submit projects which will lead to future negotiations with the District.

### **Land Disposition**

The District will not consider disposition of the land at this time.

### **Timeline**

The Successful Respondent may enter into negotiations with the District with a goal of achieving full approvals in 2026.

### **Drawings and Details of the Site**

Drawings of the existing house and the Highest and Best Use Report can be found in Appendix A

### **RFEI Format**

The submission should provide enough detail to clearly communicate the Respondent's intent, outline how the project will benefit the community, and explain the financial arrangements for securing the property.

The Submission must include:

- Completed and signed Submission Form as per Schedule 2;
- A concept plan of any proposed building renovations or property improvements;
- A description of the proposed use(s);
- A financial plan or business case for the proposed use of the site;
- A description of how the proposed project will serve the community of the District of Coldstream in general; and
- An expected lease rate for the use of the site.

**SCHEDULE 2  
RFEI SUBMISSION FORM**



# RFEI SUBMISSION FORM

District of Coldstream  
**REQUEST FOR EXPRESION OF INTEREST**  
No. RFEI-2026-10

**9801 KALAMALKA ROAD COMMERCIAL OPPORTUNITY**

**Submitted by:** \_\_\_\_\_  
(company name)

### 5.0 Authorization

We hereby submit our Submission including concepts for the use of the property located at 9801 Kalamalka Road in Coldstream, BC. and confirm that information contained in this Submission is correct, and that the signature(s) below are those of duly authorized officer(s) of the Respondent having the authority necessary to make this Submission.

<b>Legal Name of Respondent</b>	
<b>Contact Person and Title</b>	
<b>Contact Telephone Number</b>	
<b>Contact Email Address</b>	
<b>Business Address</b>	
<b>Signature</b>	
<b>Date</b>	

**APPENDIX 'A'**  
**FLOOR PLAN AND HIGHEST AND BEST USE REPORT**