



**Request for Proposals (RFP):**  
**Agricultural and Agrotourism Leasing Opportunity for**  
**5585 Ridge Road**  
**Ramsayville, ON K0A 2Y0**

**Closing Date:**  
**May 15, 2025**  
**5:00 pm Eastern Daylight Time**

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## 1.0 INTRODUCTION AND BACKGROUND

### 1.1 Invitation to Proponents

The Greenbelt in the National Capital Region comprises 20,000 hectares of green space, including farms, forests and wetlands. It was created in the 1950s to protect the rural land bordering the Capital from urban sprawl. It has since become the largest publicly owned greenbelt in the world. Most of the Greenbelt (14,950 hectares) is owned by the National Capital Commission (**NCC**).

The Greenbelt protects natural areas like forests, wetlands, streams and sand dunes that sustain biodiversity. The natural areas in the Greenbelt support human and ecological health in the National Capital Region.

In the National Capital Greenbelt, the NCC leases 5,400 hectares of farmland to farmers. The land quality and the favourable climate mean that a wide variety of crops can be produced locally.

With close to 1.5 million residents living in the region, the NCC has the opportunity to develop a vibrant, dynamic farming sector where small and medium-sized farms can respond to local demand.

As food needs grow and land and soil are becoming increasingly scarce, the NCC recognizes the importance of agriculture and the value of Greenbelt farmland. Thus, the NCC is developing a strategy to integrate sustainable food production and agriculture into the planning of the Capital.

The NCC is seeking proposals from qualified farmers, operators, developers and/or agritourism experts to develop an agritourism site in the Ottawa East End of the NCC Greenbelt in Ottawa, at 5585 Ridge Road. Proposals should seek to create a vibrant, sustainable agritourism destination that enhances the local agricultural sector, supports environmental conservation, and provides a unique experience for visitors.

### 1.2 Definitions

In this Request for Proposal (RFP):

**Lease Agreement** means the lease agreement between the NCC and the successful proponent. The lease shall be drafted by the NCC based on the NCC's standard lease form. The successful proponent shall be responsible for delivering on their business plan and for the operation and management of the Property at 5585 Ridge Road, Ramsayville, ON K0A 2Y0;

**Agritourism** means the act of marketing to and hosting, for profit, the general public on the Property for the purpose of enjoyment, education or personal involvement in the activities of the Property or operation. Agritourism does not include farm gate sales of primary agricultural products produced on the Property;

**Business License** means the Business License the Successful Proponent will be required to apply to the visitor experience or Agritourism opportunity taking place at 5585 Ridge Road, Ramsayville, Ontario, K0A 2Y0;

**Draft Agricultural Lease** means the template for Agricultural Lease attached to this RFP as DOCUMENT "D"- Draft Agricultural Lease;

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**Mandatory Requirements** means the minimum requirements that must be met in order for a Proposal to be considered. Failure to meet any of the Mandatory Requirements will render a Proposal non-compliant and it will receive no further consideration;

**NCC** means the National Capital Commission and the owner of the said property.

**Property** means the workable and encompassing lands and buildings associated with the address of 5585 Ridge Road, Ramsayville, Ontario, K0A 2Y0;

**Proponent(s)** means an individual or legal entity that submits a Proposal in response to this RFP;

**Proposal(s)** means all of the documentation submitted by a Proponent in response to this RFP;

**Proposal Submission Deadline** means the date and time that documentation must be submitted by a Proponent in response to this opportunity;

**Rated Criteria** means the Proposal response criteria that the NCC will use to evaluate Proposals. Rated Criteria do not include Mandatory Requirements; and

**Successful Proponent** means the Proponent that achieves the highest score in the RFP evaluation process.

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### **1.3 RFP Background**

The NCC seeks an individual, group and/or organization with a passion for farming and reconnecting with the land for the Property at 5585 Ridge Road, Ramsayville, Ontario, K0A 2Y0

The NCC as Landlord will enter into a lease agreement with the Successful Proponent which consists of an Agricultural Lease covering 34.5 acres, a 508 square meter Barn and Farmhouse. The Farmhouse is offered on an as-is and where-is basis; the NCC may also consider proposals for the demolition for an alternative use or the adaptive reuse of the Farmhouse. The lease shall be drafted by the NCC based on the NCC's standard lease form.

The NCC has set the following goals for this intended Agrotourism and Agricultural Leasing Opportunity:

- To reintegrate this vacant farm and prominent barn into the vibrant farming community within the NCC Greenbelt;
- To protect the Class 3 and 4 soil, with a farm plan operation using sound agricultural soil and water conservation practices; and,
- To establish an agricultural offering for locals and visitors to the NCC Greenbelt, where consumers can grow their appreciation for local food and local farming, and possibly learn about and contribute to local farming.

Proponents' Proposals will be evaluated on the Rated Requirements (vision, proposed farm use, agricultural experience and agritourism offer). All Mandatory Requirements must be met for Proposals to be considered valid. The general criteria for proposals are that the Successful Proponent must demonstrate the capability to lease and operate the Property. The NCC makes no warranties, expressed or implied, for the condition and capacity of the Property to meet the Successful Proponent's requirements.

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## **2.0 REAL PROPERTY OPPORTUNITY**

Located a mere 15-minute drive (17 km) from Downtown Ottawa, this small farm is owned by the NCC and set in the country landscape of the Greenbelt. This Property offers a picturesque setting in which to live and work in among a well-established farming community of over 50 farmers that proudly tend to their fields each year. An oasis of peace, close to the downtown core via secondary roads and highway 417 with easy access, and perfect for a vibrant and sustainable farm and an agrotourism destination. (see DOCUMENT "A" - Maps)

### **2.0.1 Farm Land**

This beautiful 34.5-acre Property features roughly 10 acres of arable land, capable of producing crops and suited for tillage. The balance of the acreage may be potentially opened for production or used for additional agritourism activities. Farmland is easily accessed off the gravel roadway (5585 Ridge Road). It is situated to the east of Mer Bleue Bog, one of the most outstanding natural features of the Greenbelt and is one of its most visited areas. Here, you will find interpretive boardwalks and hiking trails through sand ridges and forests. (see DOCUMENT "B"- Property Photos)

### **2.0.2 Farm Outbuildings**

On the west side of the property is the 508 square meter Barn (see DOCUMENT "B"- Property Photos).

This traditional barn is crafted of tin roofing, stacked block foundation. Barn is accessible via the man-door on the east gable end or man-doors on the south-side of the building, plus farm equipment access can be made through the west side of the building. The barn has historically served as a space for equestrian activities and hay storage. However, proponents may want to adapt its use to support agritourism and other agricultural endeavors. To facilitate this transition, NCC plans to carry out essential repairs and upgrades in spring 2025, including foundation repointing, replacement of doors and windows, and electrical improvements.

### **2.0.3 Farmhouse**

The farmhouse is offered on an 'as-is' and 'where-is' basis, with the interior already down to the stud walls. The Successful Proponent has the opportunity to rehabilitate the dwelling according to their operational needs at their own cost. Should no interest be expressed in the farmhouse through this RFP process, it will be demolished by the NCC in the fall of 2025 and the land will be returned to its natural state and reforestation.

## **2.1 Leasing Terms**

The NCC intends to execute a Net Lease Agreement with the Successful Proponent for the use of this property. The Lease Agreement will be substantially similar to the sample provided (see DOCUMENT "D"- Draft Agricultural Lease). The Successful Proponent shall be responsible for delivering on their business plan and for the operations and management of the Property, as well as paying for the property taxes and utilities. The NCC, in its sole opinion, reserves the right to select a Proponent offering

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the most advantageous use of the Property, as well as agricultural, financial, environmental, and social benefits to the NCC and to the community.

- Agricultural Lease:
    - Term: Five (5) years, with possibility for up to four (4) five-year (5-year) renewal options. July 1, 2025 is the targeted start date for lease.
    - Rate:
      - Land: \$1680/year
      - Outbuilding: \$5,469/year
      - Annual Realty Tax Recovery Estimate 2024: \$2,279
      - The rent to be carefree and fully net lease for the Landlord, except as may be otherwise provided, and the Landlord will not be responsible during the term of the Lease for the Property taxes, any costs and operating costs, charges, expenses and outlays of any nature whatsoever arising from or relating to the Leased Premises or the contents of them
    - Use:
      - Agricultural farming and agritourism Use shall follow the NCC's plans and vision for the property and if required, the successful proponent will be responsible for obtaining the necessary approvals from the municipality.
      - In the event that the selected proposal involves a modification to the buildings and/or the site, the NCC will work with the successful proponent to seek the required Federal Land Use and Design Approvals (FLUDA), as well as to meet Environmental Impact Assessment requirements under the Impact Assessment Act (IAA). The proponent shall be responsible for all other provincial and/or municipal applications, planning, development and other permits approvals and processes.
    - Lease Commencement Date: July 1, 2025
    - Clauses: Refer to DOCUMENT "D"- Draft Agricultural Lease for applicable clauses
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## 3.0 EVALUATION OF PROPOSALS

The NCC, in accordance with the criteria below, will evaluate proposals based on their demonstrated responsive level of meeting the requirements. It is the Proponent's responsibility to ensure that the NCC receives a complete proposal that it is legible, clear, concise, complete, and understandable. Each proposal will be evaluated solely on its content.

Proponents' responses to the following instructions/questions will be utilised to evaluate their Proposals against the evaluation criteria for the Mandatory Requirements and Rated Requirements. Proponents must respond to all of the instructions/questions below.

Only the responses to the instructions/questions provided will be considered during the evaluation, although Proponents may submit additional information as deemed necessary to provide a clear understanding of their Proposal. Any annex(es) submitted with the Proponent's Proposal will not go towards the maximum page counts listed in each section below, these will be accepted in addition to as supporting documents.

### 3.1 Mandatory Requirements

Mandatory Requirements identify the **minimum requirements** that Proposals must meet in order to be considered. A submission not meeting the minimum requirements may be treated as non-responsive and may, at the sole discretion of the NCC, not be considered further. Failure to meet any of the Mandatory Requirements, as determined by the Evaluation Committee, will render the Proposal non-compliant and no further consideration will be given.

The NCC will ensure that the internal evaluation committee will be diverse, equitable and inclusive.

It shall be understood by all Proponents that the NCC's review of the Proponent's proposal is not for any regulatory purpose but rather in the interest of selecting a Successful Proponent to enter into a lease agreement to occupy, manage and operate the Property. The NCC, in reviewing the Proponent's proposals, does not make any representations, nor is it undertaking any responsibility as an approving body, the Proponent is entirely responsible for compliance with all standards, laws and regulations applicable to its proposal. In making a submission, the Proponent covenants to hold the NCC harmless from all claims, demands, expenses and costs made or advanced against the NCC or anyone for whom the NCC is responsible, in law, as result of the NCC having reviewed, accepted or rejected the Proponent's proposal.

Proponents must insert information or attach requested information on the forms as set out in this RFP. A Proponent may not make any changes to any of the forms. Any Proposal containing any such changes, whether on the face of the form or elsewhere in the Proposal, may be disqualified.

#### 3.1.1 Proponent Information

The Proponent shall complete and sign DOCUMENT "G" - Form of Offer attached to this RFP and provide the requested information:

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- a) Individual(s) name, Company name, or Partnership name of Proponent

If the Proponent is an incorporated company, or for those Proponents that are a Partnership with an incorporated partner, attach a copy of the Company's Certificate of Incorporation, a copy of the Company's Certificate of Status, and a copy of the minutes of the meeting authorizing the signing officer of the company.

- b) Contact person

- Name
- Phone Number
- Email Address
- Business Address

### **3.1.2 Insurance**

Proponents must provide a letter from an insurance institution acknowledging the Proponent's ability to obtain insurance for property damage, liability and workers compensation with the National Capital Commission named as additional insured as an additional named insured.

### **3.1.3 Letter from Financial Institution**

Proponents must provide a letter from a financial institution supporting the Proponent's ability to obtain financing or that the Proponent has the funds required to meet the needs of an Agricultural Lease.

### **3.1.4 Approval for Tenant Screening Process**

Proponents must provide with the Proposal a signed copy of the Tenancy Request Form. (see DOCUMENT "C" - Tenancy Request Form) Only the Successful Proponent will be contacted to fulfill the conditions of this request.

### **3.1.5 Site Visit Attendance Certificate**

Proponents must provide with the Proposal a site visit attendance certificate signed by a representative of the NCC as proof of having visited the site.

- A site visit for this RFP is MANDATORY. Proponents must participate in a site visit prior to **April 30, 2025 at 4:00 pm Eastern Daylight Time** (15-days prior to the Proposal Submission Deadline). Interested Proponents are to book their site meeting with the Leasing Officer identified below, and meet at **5585 Ridge Road, Ramsayville, ON K0A 2Y0** on the day of the scheduled meeting.
- The representative of the Proponent must sign the Site Visit Attendance Sheet at their site visit.
- Questions regarding this Request for Proposal can be directed to the NCC Leasing Officer in writing by no later than **May 10, 2025 at 4:00 pm Eastern Daylight Time**.

A site visit attendance certificate will be issued to the Proponent via email by the NCC after the Proponent has visited the site. The site certificate must be included with the Proponent's Proposal.

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### 3.2 Rated Requirements

All Proposals meeting the Mandatory Requirements will have their Proposal evaluated against the Rated Requirements. Proponents must provide information to address each of the Rated Criteria subject to a point rating as set out in the Rated Requirements below. Points will be assigned as described in the following sections.

For the final score, each category will be weighted by the factor in the final column. This weighted final score will be used to assess the Successful Proposal. An overall minimum average passing score of 65% for the Rated Requirement must be achieved. The NCC may request additional information from Proponents if it is not clear that the minimum Mandatory Requirements to pass are met.

<b>MANDATORY REQUIREMENTS</b>		
	<b>Minimum Pass Score</b>	<b>Rating Guide</b>
<b>1. Innovation and Feasibility</b>	13/20	Per Table below.
<b>2. Demonstrated Agricultural Experience</b>	13/20	Per Table below.
<b>3. Agritourism Opportunity</b>	20/30	Per Table below.
<b>4. Optimization Strategy</b>	20/30	Per Table below.

See tables below.

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**Scaled Evaluation Grid**

Item	Mandatory Criteria	Mandatory Requirement	Rating Guide		
1	<b>Innovation and Feasibility</b>	<p>Demonstration of the Proponent’s overall vision for the Property. Proponents should specify their intended use of the dwelling (if retained), outbuildings, and any new structures to be added, as well as the usable land, while considering their preferred start dates for the lease agreement. Additionally, the vision should outline three goals the Proponent aims to achieve within the five-year lease term, illustrating how these goals align with the NCC’s Sustainable Food and Agriculture Strategy objectives under the <u>Sustainable Development Strategy</u></p>	<p>Unrealistic proposal lacking innovation; no clear planning for timelines or resource management. Vague or incomplete plan for land utilization and little or no consideration of improvements to existing buildings, no integration of sustainable agriculture strategy objectives within proposal. <b>(0 points)</b></p>	<p>Feasible proposal with some innovative elements, general timelines and resource considerations. <b>(2 points)</b></p> <p>Solid plan for existing structures with some integration into the overall operation. <b>(3 points)</b></p> <p>New infrastructure is included but not a primary focus of the proposal. Clear plan utilizing most of the arable land, with effective strategies but lacking some detail on sustainability. <b>(5 points)</b></p>	<p>Highly feasible and innovative plan with well-defined timelines, resource allocation and measurable success metrics. Detailed integration plan for existing buildings that maximizes their utility along with a clear vision for new infrastructure. <b>(10 points)</b></p> <p>Comprehensive plan demonstrating full utilization of all arable land and development or marginal lands, using proven crop management and sustainability practices. <b>(10 points)</b></p>

Item	Mandatory Criteria	Mandatory Requirement	Rating Guide		
2	<b>Demonstrated Agricultural Experience</b>	Comprehensive overview of Agricultural Experience; A full summary outlining the agricultural experience of the proponent, including aspects such as farm production, restoration of land and buildings, management of a successful farm business, relevant educational background, and contact information for two professional references.	<p>Incomplete or unclear summary that fails to address key components of the requirement. Limited or no evidence of experience in running successful farm business operations. Minimal or irrelevant educational background and/or references that are not clearly related to agriculture and agritourism. <b>(0 points)</b></p>	<p>Some agricultural experience relevant to the project, adequate summary that addresses most areas but lacks depth or clarity in one or more aspects. <b>(2 points)</b></p> <p>Shows some success in business operations but lacks detailed evidence. <b>(3 points)</b></p> <p>Some relevant education and references provided but may lack specificity or strength in endorsement. <b>(5 points)</b></p>	<p>Extensive agricultural experience demonstrated that strongly supports the project. Detailed and well organized summary of extensive agricultural experience, covering all specified elements. <b>(10 points)</b></p> <p>Relevant degrees or certifications in agriculture or related fields. Two strong professional references with significant experience who can vouch for the proponents abilities. Inclusion of specific examples of successful projects, quantifiable results and innovative practices implemented. <b>(10 points)</b></p>

Item	Mandatory Criteria	Mandatory Requirement	Rating Guide		
3	<b>Agritourism Opportunity</b>	Proposals should showcase innovative and sustainable agritourism experiences that attract and engage visitors, with a clear focus on enhancing the overall visitor experience. Additionally, the agritourism component should reflect a well-curated selection of local products, supporting regional agriculture and creating a connection between the farm and the local market. Proposals should include detailed plans on how the agritourism activities will be developed, promoted and managed to maximize both economic and community benefits.	The proposal presents a basic or unclear agritourism plan that does not effectively engage visitors. Minimal or no emphasis on local products and the connection to the local market is weak or absent. Lacks detailed plans for developing, promoting, and managing agritourism activities. Fails to adequately address potential economic or community benefits, providing little evidence of positive impact. <b>(0 points)</b>	The proposal outlines a solid agritourism plan with some innovative elements but may lack depth in certain areas. Includes a selection of local products but may not fully emphasize the connection to the local market. <b>(5 points)</b>  Offers general plans for development, promotion, and management, though some details may be vague or lacking in specificity. <b>(5 points)</b>  Identifies potential benefits to the community and economy but may not provide clear strategies to achieve them. <b>(5 points)</b>	The proposal presents a highly innovative and well-structured agritourism plan that clearly outlines unique experiences designed to attract and engage visitors. <b>(10 points)</b>  Demonstrates a strong commitment to showcasing a curated selection of local products, fostering connections between the farm and the local market. <b>(10 points)</b>  Provides detailed strategies for developing, promoting, and managing agritourism activities, including timelines and specific marketing approaches. <b>(10 points)</b>

Item	Mandatory Criteria	Mandatory Requirement	Rating Guide		
4	<b>Optimization Strategy</b>	The NCC is interested in proposals that make full use of the entire property, bringing all of the arable land into production, and making use of the existing buildings, where feasible, as well as proposed new infrastructure to ensure optimization. All Proposals must include a plan for the workable land, farm outbuildings and farmhouse	The proposal lacks a clear plan for utilizing the entire property, with minimal consideration for bringing arable land into production. Provides little to no information on the use of existing buildings or fails to propose relevant new infrastructure. Fails to demonstrate a coherent strategy for optimizing the property, leading to concerns about productivity and feasibility. <b>(0 points)</b>	The proposal outlines a reasonable plan for utilizing most of the arable land, though some areas may lack clarity or detail. Addresses the use of existing buildings and proposes new infrastructure, but may not fully optimize all available resources. <b>(5 points)</b>  Provides general strategies for managing land, outbuildings, and the farmhouse, though some aspects may be less developed. <b>(10 points)</b>	The proposal provides a comprehensive plan that effectively utilizes the entire property, detailing how all arable land will be brought into production. Clearly outlines the use of existing buildings and includes innovative proposals for new infrastructure to enhance production and operational efficiency. <b>(15 points)</b>  Includes specific, actionable strategies for the management of workable land, farm outbuildings, and the farmhouse, with timelines and resource allocations. <b>(15 points)</b>

### **3.2.1 Rated Requirement #1 – Innovation and Feasibility of Vision (2 pages max.) – 20 Points**

Provide a description of the Proponent’s overall vision for the Property. Proponents should specify their intended use of the dwelling (if retained), outbuildings, and any new structures to be added, as well as the usable land, while considering their preferred start dates for the lease agreement (see Section 2.1 for Leasing Terms). Additionally, the vision should outline three goals the Proponent aims to achieve within the five-year lease term, showcasing innovation and illustrating how the vision aligns with the National Capital Commission’s Sustainable Food and Agriculture Strategy objectives under the Sustainable Development Strategy.

### **3.2.2 Rated Requirement #2 – Agricultural Experience (2 pages max.) – 20 Points**

Provide a full summary of the agricultural experience/activities of the Proponent which should include:

- Experience in successful farm production including crops and/or animals that Proponent has grown or raised, including the number of years raising these agricultural crops and/or animals
- Experience in successful farm businesses
- Experience restoring land and buildings
- Description of the Proponent’s technical background in agriculture (e.g., education in agriculture or related field, programming, workshops, farm to table, CSA, family legacy, etc.)
- List of Proponent’s experience or certification in agricultural and sustainable management practices or certification programs
- Two (2) references including company name, contact name and phone number, plus email address for each. Proponents should consider providing references that can offer relevant information pertaining to their agricultural or farming experience or past business relationships. This may include references from business partner(s), active neighbouring farmer(s), farm association representative(s) or board member(s), past landlord(s), etc.

Proponents are encouraged to include photos and illustrations to enhance their vision for the property and business operations whenever possible. Adding these as annexes to the proposal submission will not count toward the page limit specified for each Rated Requirement.

### **3.2.3 Rated Requirement # 3 – Breadth and Depth of the Agritourism Opportunity (2 pages max.) – 30 Points**

Proposals should showcase innovative and sustainable agritourism experiences that attract and engage visitors, with a clear focus on enhancing the overall visitor experience. Additionally, the agritourism component should reflect a well-curated selection of local products, supporting regional agriculture and creating a connection between the farm and the local market. Proposals should include detailed plans on how the agritourism activities will be developed, promoted and managed to maximize both economic and community benefits.

### **3.2.4 Rated Requirement # 4 – Optimization Strategy for Farm Infrastructure Use and/or Adaptive Reuse (3 pages max) – 30 Points**

The NCC is interested in proposals that make full use of the entire property, bringing all of the arable land into production, and making use of the existing buildings, where feasible, as well as proposed new

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infrastructure to ensure optimization. All Proposals must include a plan for the workable land, farm outbuildings and farmhouse that considers and is not limited to the following elements:

**Workable Land:**

- Land Use Plan: Submit a timeline and plan for getting farmable land into agricultural production including areas to be farmed, proposed crops, areas for livestock management, etc. If applicable, describe the annual crop rotation (by year) that will be implemented during the five (5) year lease term. Proponent should demonstrate how agricultural activities will provide significant economic benefits, including job creation, local food production, and tourism opportunities. Proponent may also demonstrate how their operation will contribute to the local economy by supplying fresh, locally grown produce, supporting farmers' markets, and attracting visitors through agritourism initiatives. Moreover, proponent vision may include creation of educational hubs, offering the community insights into sustainable farming practices and the importance of local food systems.
- Stewardship Plan: Indicate how you plan to restore or protect soil natural resources, any certification (e.g., organic, etc.) programs you intend to pursue, or other plans to ensure environmental sustainability. Sustainable management of these agricultural lands in the Greenbelt is essential for maintaining the ecological health of the region and mitigating the impacts of climate change.

**Outbuildings:**

- Planned Use: Provide a clear plan for each existing outbuilding (i.e. barn and farmhouse) including what improvements will be made, the proposed use (e.g. processing, storage, education, tourism, etc.) and their fit-up timelines (e.g., when they would be under repair/rehabilitation versus operational).
- New Structures: If applicable, identify any new construction of buildings or other infrastructure including purpose, placement on the Property, etc. Note that new construction is subject to Federal Land Use Design and Land Transaction Approval (FLUDTA) process and the proponent shall be responsible for all other provincial and/or municipal applications, planning, development and other permits approvals and processes. The NCC will support the Proponent through the FLUDTA process and any environment requirements under the Impact Assessment Act (IAA).
- In the event that the selected proposal involves modifications to or demolition of existing buildings and/or modifications to land, the NCC will work with the successful proponent to seek the required Federal Land Use, Design and Land Transaction Approvals (FLUDTA), as well as to meet Environmental Impact Assessment requirements under the Impact Assessment Act (IAA). The Proponent shall be responsible for all other provincial and/or municipal applications, planning, development and other permits approvals and processes.

**Farmhouse:**

- The farmhouse is offered on an “as-is” and “where-is” basis, with the interior already gutted. The Proponent can rehabilitate the dwelling according to their needs, in accordance with the zoning and permitted use, and at their own cost. Should no interest be expressed in the
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farmhouse, it will be demolished by the NCC in the fall of 2025 and the land will be returned to its natural state and reforestation.

- Should the Proponent wish to undertake rehabilitation, identify any planned use for the farmhouse (e.g., family dwelling, caretaker structure, farm-worker housing, etc.), the proposal shall include all information relevant to the farmhouse occupancy and proposed operations.

## 4.0 TERMS AND CONDITIONS OF RFP

### 4.1 Inquiries and Requests for Additional Information

Any requests for clarification or additional information concerning this RFP must be addressed in writing to:

NCC Authority:  
Carter McCulloch, Leasing Officer  
National Capital Commission  
202-40 Elgin Street  
Ottawa, ON K1P 1C7  
[leasing-location@ncc-ccn.ca](mailto:leasing-location@ncc-ccn.ca)

The deadline for requests for clarification or information is May 10, 2025 at 4:00 pm Eastern Daylight Time.

### 4.2 Proponents to Follow Instructions

Proponents must structure their Proposals in accordance with the instructions in this RFP. Where information is requested in the RFP, any response made in a Proposal should reference the applicable section numbers of this RFP where that request was made. The Proponent shall ensure that both the Mandatory Requirements and Rated Requirements are adequately addressed. If the word “must” is used in any part of this document, it must be considered as forming part of the Mandatory Requirements.

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### **4.3 Amending or Withdrawing Proposals Prior to the Proposal Submission Deadline**

At any time prior to the Proposal submission deadline, a Proponent may amend or withdraw a submitted Proposal. The right of Proponents to amend or withdraw includes amendments or withdrawals wholly initiated by Proponents and amendments or withdrawals in response to subsequent information provided by addenda. Any amendment must clearly indicate what part of the Proposal the amendment is intended to replace.

A notice of amendment or withdrawal must be received at the address in Section 5.4 prior to the Proposal submission deadline and must be signed by an authorized representative of the Proponent. The NCC is under no obligation to return amended or withdrawn Proposals.

### **4.4 Limitations of Liability**

The Proponent shall not hold the NCC or any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives liable for any error or omission in any part of this RFP. While considerable effort has been made to ensure that all information contained in the RFP is accurate, the NCC does not represent or warrant that the information contained in this RFP or any supplemental documents is accurate, comprehensive or exhaustive. Nothing contained in this RFP is intended to relieve the Proponent from forming its own opinions and conclusions with respect to the matters addressed in this RFP.

The NCC and any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives shall not be liable to the Proponent or any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives for any losses (including damage for loss of anticipated profit), expenses, costs, claims, damages, including incidental, indirect, special or consequential damages, or liabilities arising out of or by reason of or attributable to this RFP or arising out of, submitting a Proposal, requesting clarification, the communication on any information contained in the Proposal to any party, including the public, or due to the NCC's acceptance or non- acceptance of the Proposal received, or as a result of the termination of this RFP.

### **4.5 Proponents to Bear Own Costs**

Each Proponent is responsible, at its own cost, for conducting its own independent research, due diligence, travel and any other work or investigations or seeking any other independent advice necessary for the preparation of the Proposal and, if selected, for entering into the concurrent lease agreements.

### **4.6 Clarification of Proponent's Proposals**

The NCC reserves the right to seek clarification and supplementary information relating to the Proposal from Proponents after the Proposal submission deadline. The response received by the NCC from the Proponent shall, if accepted by the NCC, form an integral part of that Proponent's Proposal. The

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National Capital Commission reserves the right to interview any or all Proponents to obtain information about or clarification of their Proposals.

#### **4.7 RFP Incorporated into Proposals**

In the event that the NCC receives information at any stage of the evaluation process which results in earlier information provided by the proponent being deemed by the NCC to be inaccurate, incomplete or misleading, the NCC reserves the right to revisit the Proponent's compliance with the Mandatory Requirements and / or adjust the scoring of the Rated Requirements

#### **4.8 No Incorporation by Reference by Proponent**

The entire content of the Proponent's Proposal must be submitted in a fixed form and the content of websites or other external documents referred to in the Proponent's Proposal will not be considered to form part of the Proponent's Proposal.

#### **4.9 Proposals to be Retained by the National Capital Commission**

Subject to Section 5.2, the NCC will not return the Proposal or any accompanying documentation submitted by a Proponent.

Submissions received on or before the stipulated closing date and time will become the Property of NCC and will not be returned. All submissions will be treated as confidential until opened.

#### **4.10 Selection of the Successful Proponent**

Notice of selection by the Evaluation Committee to the Successful Proponent will be in writing. The Successful Proponent shall enter into an Agricultural Lease Agreement with the NCC (DOCUMENT "D"-Draft Agricultural Lease) in the forms attached to this RFP.

The NCC acknowledges the need to add transaction-specific particulars to the Draft Lease Agreement, but the NCC will not otherwise make material changes to the form of the Draft Lease Agreements.

#### **4.11 Failure to Enter into Lease Agreement**

If the Successful Proponent fails to execute the Lease Agreement or satisfy any other applicable conditions, the NCC may, in its sole and absolute discretion and without incurring any liability, rescind the selection of that Proponent and proceed with the selection of another Successful Proponent.

#### **4.12 Notification to Other Proponents of Outcome of RFP Process**

Once the Successful Proponent and the NCC execute the Agricultural Lease Agreement, the other Proponents will be notified by the National Capital Commission in writing of the outcome of the RFP process.

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## 4.13 Reserved Rights of the National Capital Commission

### Interpretation

In the information for proposal, words importing the singular include the plural and vice versa, words importing gender include all genders and words importing persons include corporations and vice versa. All capitalized terms in this RFP documentation shall have the meaning given to such terms in the Contract Agreement, unless the context otherwise requires.

The National Capital Commission reserves the right to:

- (a) Request written clarification or the submission of supplementary written information in relation to the clarification request from any Proponent and incorporate a Proponent's response to that request for clarification into the Proponent's Proposal;
- (b) Assess a Proponent's Proposal on the basis of:
  - (i) Information provided by references;
  - (ii) The Proponent's past performance on previous contracts awarded by the National Capital Commission;
  - (iii) The information provided by a Proponent pursuant to the National Capital Commission exercising its clarification rights under this RFP process; or
  - (iv) Other relevant information that arises during this RFP process;
- (c) Verify with any Proponent or with a third party any information set out in a Proposal;
- (d) Disqualify any Proponent whose Proposal contains information that in the sole opinion of the National Capital Commission is a misrepresentation or inaccurate or misleading;
- (e) Make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP; accept or reject any and/or all proposals; to waive irregularities and technicalities; to enter into negotiations with Proponents on any or all aspects of their proposal, request a resubmission; and to cancel and/or re-issue this RFP at its sole and absolute discretion. Any response received may or may not be rejected by the NCC depending on available competition and requirements of the NCC. The NCC reserves the right to negotiate with the sole responsive Proponent to ensure best value.
- (f) Disqualify any Proposal that is substantially incomplete or does not follow the format outlines;
- (g) Accept any Proposal in whole or in part;
- (h) There is no obligation on the part of the NCC to award the Leased Premises to the highest scored Proponent and reserves the right to award an agreement in a negotiated agreement, which is most advantageous, and in the best interests of the Landlord. The Landlord shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and the Landlord's decision shall be final. The NCC also reserves the right to investigate, as deemed necessary, the ability of any Proponent to operate the Leased Premises. The Proponent shall provide information to the Landlord that it deems necessary to make this determination.

These reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the NCC shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Proponent or any third party resulting from the NCC exercising any of its express or implied rights under this RFP. The Proponent agrees that the exercise of any right described herein shall be without liability on the part of the NCC for any damage or claim

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brought by a Proponent because of same nor shall the Proponent seek any recourse of any kind against NCC because of same.

By submitting its Proposal, the Proponent authorizes the collection by the NCC of the information set out under (c) in the manner contemplated in that subparagraph.



## **5.0 SUBMISSION PROCEDURES AND DEADLINES**

### **5.1 Submissions**

#### **SUBMISSION ASSUMPTIONS**

In submitting a response to this RFP, the Proponent acknowledges and agrees that:

- i. It has read and understood the requirements of this RFP.
- ii. It waives any claims as a result of not making its best efforts to obtain information about the Property.
- iii. If selected as the successful Proponent as a result of this RFP, it shall enter into a Lease and will promptly and completely meet its obligations under the Lease.

#### **CONFIDENTIALITY**

All documentation and information obtained by the Proponent, the Proponent's business partners, representatives, and other third parties associated with the Proponent in respect of this RFP, are the Property of the NCC, and must be treated as confidential and must not be used for any purpose other than for responding to this RFP and for fulfilling any subsequent agreement with the Landlord. Upon the request, all such documentation and information, and copies thereof, must be returned to the NCC.

Proponents shall not disclose, without the NCC's prior written approval, any details pertaining to their proposal, and/or the selection process in whole or in part to any business partners, representatives, or other third parties associated with the Proponent in respect of this RFP except to such of them to whom disclosure is necessary in connection with this offer and who have agreed to be bound by the obligations of confidentiality under this RFP. Proponents shall not issue a news release or other public announcement pertaining to details of their proposal, this RFP and/or the selection process without the NCC's prior written approval.

Proponents must ensure that the Proponent, the Proponent's business partners, representatives, and other third parties associated with the Proponent in respect of this offer do not disclose or publicize at any time any of the information provided to it by the NCC or its Agent, or any of the information obtained in connection with this offer without the prior written consent of the Landlord.

Any violation of this provision will result in the rejection of the Proponent's proposal and disqualification from further participation in this RFP process.

#### **EXAMINATION OF DOCUMENTS**

By submitting a proposal, the Proponent agrees they have ascertained the extent of its obligations under this proposal and any resulting agreement, by calculation and by examination of the documents concerning this proposal. The Proponent shall not, under any pretense whatsoever, make any claim because of errors or omissions that may exist in the documents and drawings associated with this proposal.

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## **ACCESS TO INFORMATION ACT**

Proposals will be held in strict confidence. Notwithstanding, Proponents are advised that, as a Crown Corporation, the NCC is subject to the provisions of the Access to Information Act. Information submitted by third parties may only be released with the agreement of the third party if properly requested, and not exempt from disclosure, under the Act. All proposals will be subject to the Access to Information Act.

## **NEED FOR DUE DILIGENCE**

Proponents are advised that information provided by the NCC does not constitute an offer of any kind or nature whatsoever nor a position nor any guarantee by the NCC to any or to all Proponents, and Proponents shall conduct their own due diligence inquiries and investigations with respect to all aspects of their proposal.

## **GOVERNMENT AUTHORITY**

It shall be clearly understood that, even after selecting the successful Proponent from the RFP process, and subject to the terms of the lease, the NCC may require a Treasury Board recommendation and a Governor in Council approval prior to having any authority to enter into the Lease contemplated in this RFP. Accordingly, any selection by the NCC of a successful Proponent shall not be deemed to bind the NCC to any agreement. No officer or agent of the NCC is being held out as having actual or ostensible authority to bind the NCC to any agreements.

Proposals must be submitted via one of the following methods.

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### 5.1.1 Mailed Submissions

A Proponent must submit one (1) copy in each marked envelope as follows:

- The items identified under the Mandatory Requirements shall be submitted in a separate sealed envelope labelled “Mandatory Requirements;” and
- The Rated Requirements (#1–4) plus Annex(es), if required, shall be submitted in a separate sealed envelope labelled “Rated Requirements”.

The two (2) marked packages shall be placed in one single large envelope and submitted to the address stated in Section 5.4.

Additional requirements: Paperwork no greater than 8.5” x 11” in size with size 11-point font.

### 5.1.2 Emailed Submissions

A Proponent must submit their Proposal package via email and ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation. The following instructions must be followed in order to provide consistency in Proponent response and ensure each Proposal receives full consideration.

- Save the items identified under the Mandatory Requirements as a PDF file titled “Mandatory Requirements”
- Save the items identified under the *Rated Requirements* as a PDF file titled “Rated Requirements”
- Save the Annex(es) as part of the *Rated Requirements* as an Adobe Acrobat pdf file titled “Rated Requirements – Annex(es)”

Additional requirements: Electronic paperwork no greater than 8.5” x 11” in size with size 11-point font.

To prepare and send the email:

- Attach the requirement PDFs to one (1) email with the subject line **5585 Ridge Road RFP**.
- Note that the total size of the email including all attachments cannot exceed **15 MB**.
- Send the email to NCC Authority: Carter McCulloch, Leasing Officer, [leasing-location@ncc-ccn.ca](mailto:leasing-location@ncc-ccn.ca). Proposals submitted by email to any other email address will not be accepted.

Other considerations:

- It is critical that the Mandatory and Rated Requirement attachments are saved separately to ensure confidentiality. **Proposals that do not comply with these instructions will not be accepted.**
  - The National Capital Commission is not responsible for any transmission errors. Emails with links to proposal documents will not be accepted.
  - Should you have any questions regarding this process, please contact the NCC Authority: Carter McCulloch, Leasing Officer, [leasing-location@ncc-ccn.ca](mailto:leasing-location@ncc-ccn.ca).
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## **5.2 Deadline for Submission of Proposals**

Proposals must be received on or before the closing date and time. The deadline for submission of Proposals is:

**DATE: May 15, 2025**  
**5:00 pm Eastern Daylight Time**

It is the responsibility of Proponents to ensure their Proposals are received at the required address before the closing date and time. **Proposals received after the closing date and time indicated in this RFP will not be accepted and will be returned unopened to the Proponent.**

## **5.3 Extension of Proposal Submission Deadline**

The National Capital Commission may, at its sole discretion, extend the Proposal submission deadline for a reasonable amount of time.

## **5.4 Address for Submission of Proposals**

Faxed Proposals will not be considered.

Emailed Proposals submitted in accordance with section 5.1.2 to [leasing-location@ncc-ccn.ca](mailto:leasing-location@ncc-ccn.ca) will be accepted.

Mailed Proposals submitted in accordance with section 5.1.1 will be accepted and shall be addressed to the NCC Authority:

Carter McCulloch, Leasing Officer – REQUEST FOR PROPOSALS  
National Capital Commission  
202-40 Elgin Street  
Ottawa, ON K1P 1C7  
[leasing-location@ncc-ccn.ca](mailto:leasing-location@ncc-ccn.ca)

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## **Documents**

DOCUMENT "A" Maps

DOCUMENT "B" Property Photos and Drawings

DOCUMENT "C" Draft Agricultural Lease

DOCUMENT "D" Additional Useful Information for Proponents

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DOCUMENT "A" – MAPS



Figure 1: Property location 5585 Ridge Rd and adjacent Mer Bleue Bog



Figure 2: Legal sketch of leased premises

**DOCUMENT "B" – PROPERTY PHOTOS**





**DOCUMENT "C"**  
**DRAFT AGRICULTURAL LEASE**

Available upon request





**DOCUMENT "D"**  
**ADDITIONAL USEFUL INFORMATION FOR PROPONENTS**

<b>Agricultural Resources</b>	<b>Best management practices and programs</b>
Ministry of Agriculture, Food and Rural Affairs	<a href="#">Agricultural Best Management Practices</a>
Ministry of Agriculture, Food and Rural Affairs	<a href="#">Ontario Food Safety Monitoring Program</a>
Ontario Soil and Crop Improvement Association (OSCIA)	<a href="#">Ontario Environmental Farm Plan</a>
National Farm Animal Care Council	<a href="#">Codes of Practice for the Care and Handling of Farm Animals</a>
Canadian Organic Growers	<a href="#">Guide to Canadian Organic Standards</a>
Agricorp	<a href="#">Farm Business Registration</a>