

**Town of Grand Falls-Windsor**  
**Request for Proposals (RFP) 2025092506**

**Short-Term Rental Cottage Development  
Opportunities on the Grounds of Grand  
Falls House**



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**Issued By:**

Town of Grand Falls-Windsor  
Grand Falls-Windsor, Newfoundland and Labrador

**Submission To:**

[Tenders@townofgfw.com](mailto:Tenders@townofgfw.com)

Attention: Todd Mercer  
Director of Community Services  
Town of Grand Falls-Windsor  
Telephone: 709-489-0588  
Town Hall  
5 High Street / P.O. Box 439  
Grand Falls-Windsor, NL, A2A2J8

**Release Date:** September 23, 2025

**Closing Date:** January 9, 2026

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# **Request for Proposals (RFP) 2025092506: Short-Term Rental Cottage Development Opportunities on the Grounds of Grand Falls House**

## **1. Introduction**

The Town of Grand Falls-Windsor (GF-W) is seeking proposals from qualified proponents interested in developing and operating short-term rental cottage accommodations on designated lands surrounding the historic Grand Falls House property. This opportunity represents a key component of Council's long-term vision for enhancing the Grand Falls House grounds as a central hub for culture, tourism, and community activity.

The Town is currently working with the Grand Falls House Foundation to complete engineering design plans for significant upgrades to the Grand Falls House itself. These upgrades will allow the House to be open to the public and feature new interpretive exhibits that highlight the history of the House and the community. In addition, plans are underway for the construction of a new structure adjacent to the Grand Falls House, which will provide facilities for food and beverage preparation and service to large groups. Securing government support for funding these upgrades and the new facility is the next step in the broader revitalization effort.

The Town envisions the development of a minimum of **eight modern cottages** that complement the historic and natural character of the site. Each cottage should be designed with high-quality construction and offer modern amenities, enhancing the visitors' experience while maintaining the unique heritage and natural setting of the Grand Falls House property.

This initiative is intended to:

- Support the long-term sustainability of the Grand Falls House and grounds by creating new revenue streams for operations and maintenance.
  - Enhance the tourism and hospitality offerings in Grand Falls-Windsor.
  - Provide new opportunities for private-sector investment and community economic development. Other separate-sector commercial opportunities, other than the cottages discussed in the RFP, will be presented to the public at a future date(s).
  - Complement the planned upgrades to the Grand Falls House and the future food and beverage support facility.
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## 2. Scope of Opportunity

### Leasing Terms

- The Town will lease the land to the successful proponent(s). The lease rate will be equivalent to the value of property/building and water tax that is calculated using the regular municipal assessment and the corresponding applicable taxation rates set by the municipality annually.
- An accommodations tax will apply to these cottage units if Council adopts an accommodations tax for the entire accommodations sector within Grand Falls-Windsor.
- Proponents will be responsible for regular business taxes to the municipality.
- 75% of revenue collected under the lease arrangement will be dedicated exclusively to the Grand Falls House Foundation for the operation and maintenance of the House and grounds.

### Site Services

- The Town will construct the required roads (unpaved) and provide water, sewer, and storm sewer services to the extent necessary for the development.
- The Town will develop each lot to the final required grade and ensure the protection of mature trees.

### Construction Timeline

- Proponents should be prepared to commence a final agreement with the Town to construct in **2026**.
- Four cottages are expected to be operational and available for use in **2028**, and eight cottages are expected to be operational and available by **2029**. Proponents with proposals

having the most cottages and more aggressive timelines will receive greater consideration.

- The Town has a conceptual site plan to accommodate approximately 20 cottages in total, so prefers to make an agreement with a sole proponent with the interest and capacity to add more than the initial 8 in this area. The Town is open to dealing with more than one qualified proponent to achieve more cottage units if that's required.

### **Design Requirements**

- Cottages must complement the historic character of the Grand Falls House and natural surroundings. All future and initial design details, materials, and equipment used in the construction and maintenance of cottages will be subject to the approval of the Town, in consultation with the Grand Falls House Foundation.
- Proponents may choose from the conceptual design provided by the Town (see Appendix A) or propose alternative designs that align with the overall vision for the site. The Town will cover the cost for the detailed design plan of a single cottage style that's approved in advance by the Town, in consultation with the Foundation. Designs paid for by the Town will remain the property of the Town.

### **Operational Requirements**

- Proponents will be responsible for the operation and management of the cottages.
- Proponents will be responsible for all cottage maintenance and grounds keeping in the immediate vicinity of each cottage. The limits of grounds keeping responsibility will be finalized when site survey work is completed for each cottage lot, but it is conceived to include any grass/lawn established immediately around a cottage, plus any driveways, walkways, trees, shrubs, fire pit areas, and flower beds that are intended for the aesthetics of each individual cottage.
- Proposals must clearly outline the anticipated range and quality of amenities, service standards, and operational seasons (year-round operation preferred).
- Proponents will have to maintain an agreed upon standard of quality accommodation with respect to the physical properties that will be inspected annually. Deficiencies, following year 2 of operation, in the quality of the physical structures and grounds can be corrected by the Town and charged back to the proponent if unaddressed for longer than six months.
- Proponents are required to carry property and liability insurance sufficiently covering the operational and property risks and provide proof of this insurance upon request.
- Proponents are required to use only contractors registered with the Town or registered with another municipality, if headquartered out-of-town.

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## **3. Proposal Requirements**

All proposals must include:

- **Strategic Alignment:** A clear explanation of how the proposal supports the goals of the Grand Falls House Foundation, as outlined in the “*Grand Falls House Business Plan – April 2023*”. An electronic copy of this plan may be acquired by emailing Todd Mercer at [Todd.Mercer@townofgfw.com](mailto:Todd.Mercer@townofgfw.com) and noting the plans name in the subject line. Also, you must include complete identifying contact information in the body of your email requesting the plan.
  - **Financial Capacity:** Evidence of the proponent’s ability to finance both construction and operations.
  - **Design and Construction Plan:** Detailed information on the cottage design, quality, style, and scale of the proposed cottages, including how they will integrate with the heritage and natural environment of the site.
  - **Operational Plan:** Proposed management approach, including service delivery standards, seasonal operations, and details of the amenities to be provided.
  - **Revenue Model:** Projected financial performance, including the projected rate to be charged per night and the projected occupancy rate.
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## 4. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- **Strategic Alignment** (10%) – Alignment with the goals of the Grand Falls House Foundation.
  - **Financial Capacity** (30%) – Demonstrated ability to finance construction and sustainable operation.
  - **Quality of Design and Construction** (30%) – Architectural and construction standards that respect and complement the historic and natural character of the Grand Falls House property. The greater number of units committed to and in the shortest time frames are preferred.
  - **Operational Plan & Amenities** (20%) – Strength of operational plan, quality and range of services, and ability to enhance the visitor experience.
  - **Integration with Grand Falls House Revitalization** (10%) – Demonstrated understanding of the Foundation and the Town’s concurrent investments in upgrading the Grand Falls House and the construction of adjacent food and beverage service facility, and how the proposed cottages will complement these projects.
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## 5. Proposal Submission and Timelines

- **Open Proposal Period:** This RFP will remain open until 2pm, January 9, 2026.
- **Amendments to this RFP:** Proponents must register themselves by sending their contact information to Todd Mercer (Mr. Mercer’s contact information is provided below) to receive any amendments to this RFP.

- **Next Steps:** Once the engineering design plans for the Grand Falls House upgrades and adjacent food and beverage facility are completed and government funding support is secured, the Town will finalize agreements with the selected proponent(s) for cottage development. Final construction commitments will not be expected until these components are in place.
- **Submission Requirements by January 9, 2026, 2pm:** Proposals must be submitted in writing to:

**Attention: Todd Mercer – Grand Falls House Cottage Proposals**

Director of Community Services

Town of Grand Falls-Windsor

[Tenders@townofgfw.com](mailto:Tenders@townofgfw.com)

- **Questions shall be directed too:**

**Todd Mercer**

Director of Community Services

[Todd.Mercer@townofgfw.com](mailto:Todd.Mercer@townofgfw.com)

Telephone: 709-489-0588

**Note:** The Town of Grand Falls-Windsor reserves the right to reject any or all proposals and is under no legal obligation to accept any submission received through this RFP process.

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## **6. Appendix**

**Appendix A** – Conceptual Site Plan: Sample rendering of a potential cottage design.

**Appendix B** – Conceptual Site Plan for the entire Grand Falls House grounds.

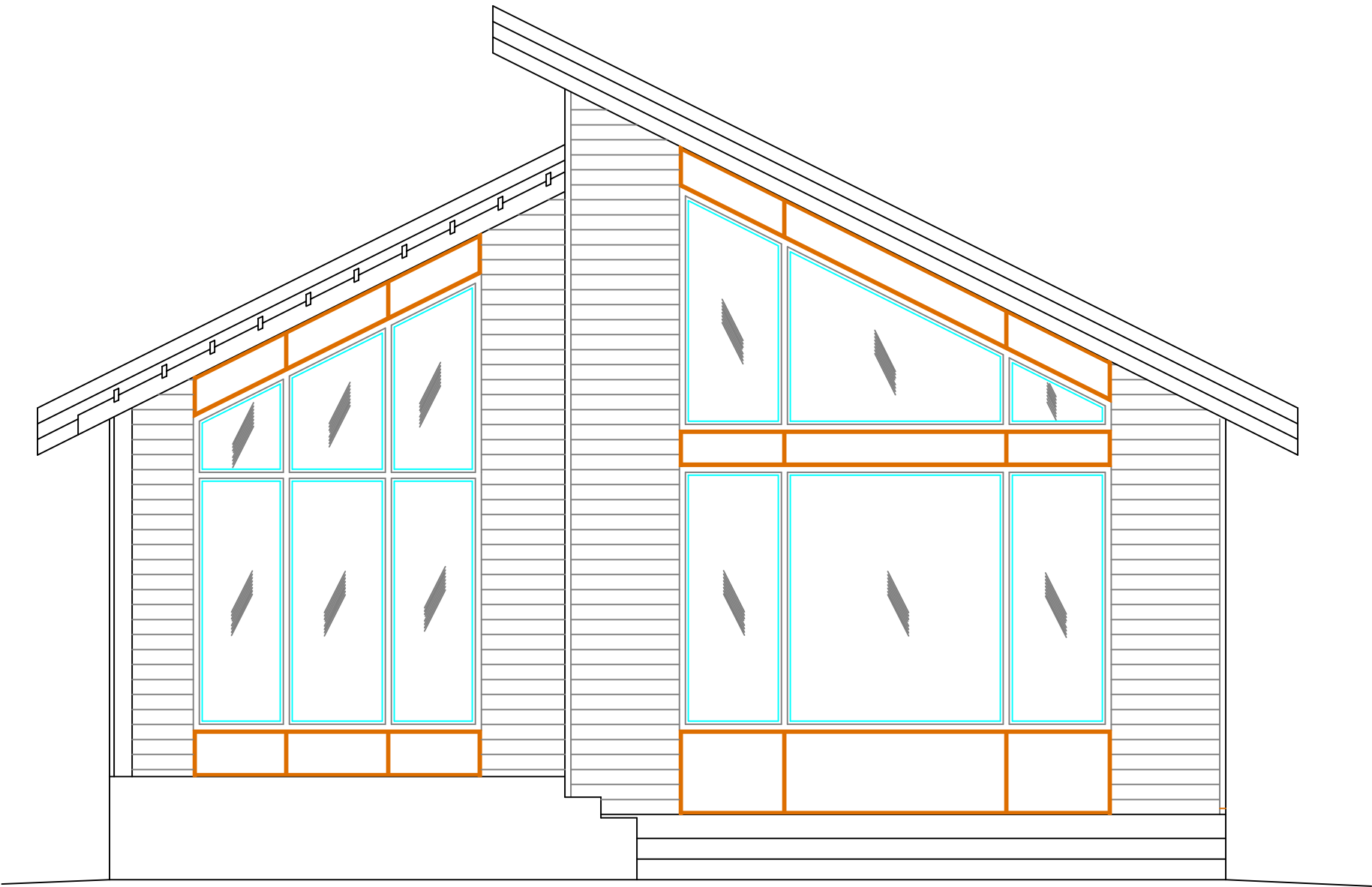
*Note: Conceptual plans are provided for illustrative purposes only. Final cottage designs may differ, subject to Town approval, that will be in consultation with the Grand Falls House Foundation.*

**Appendix C** – Evaluation Matrix.

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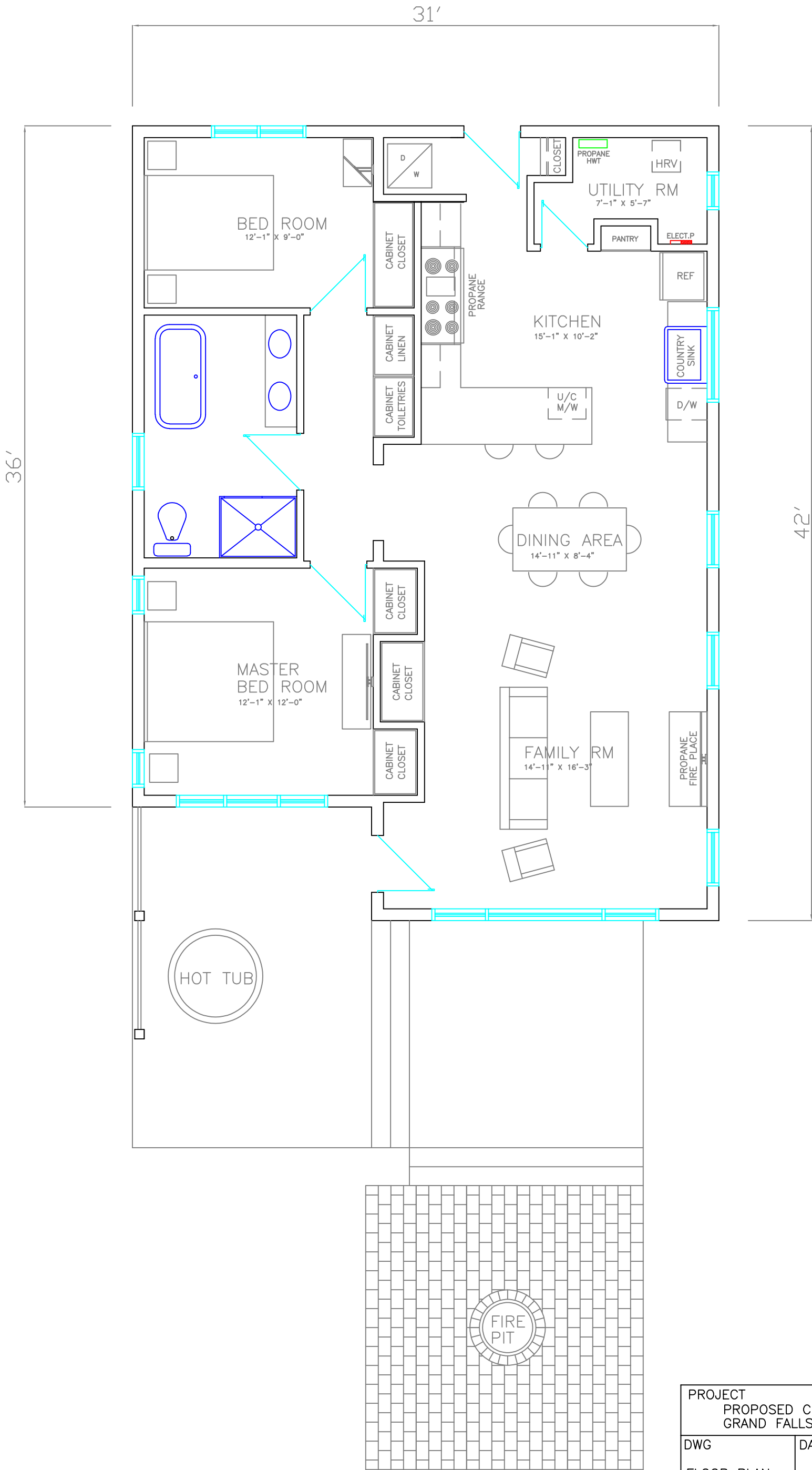
**We look forward to receiving proposals that will contribute to the long-term success of the Grand Falls House property, strengthen the community's tourism and hospitality offerings, and create new economic opportunities for Grand Falls-Windsor.**





PROPOSED FRONT ELEV

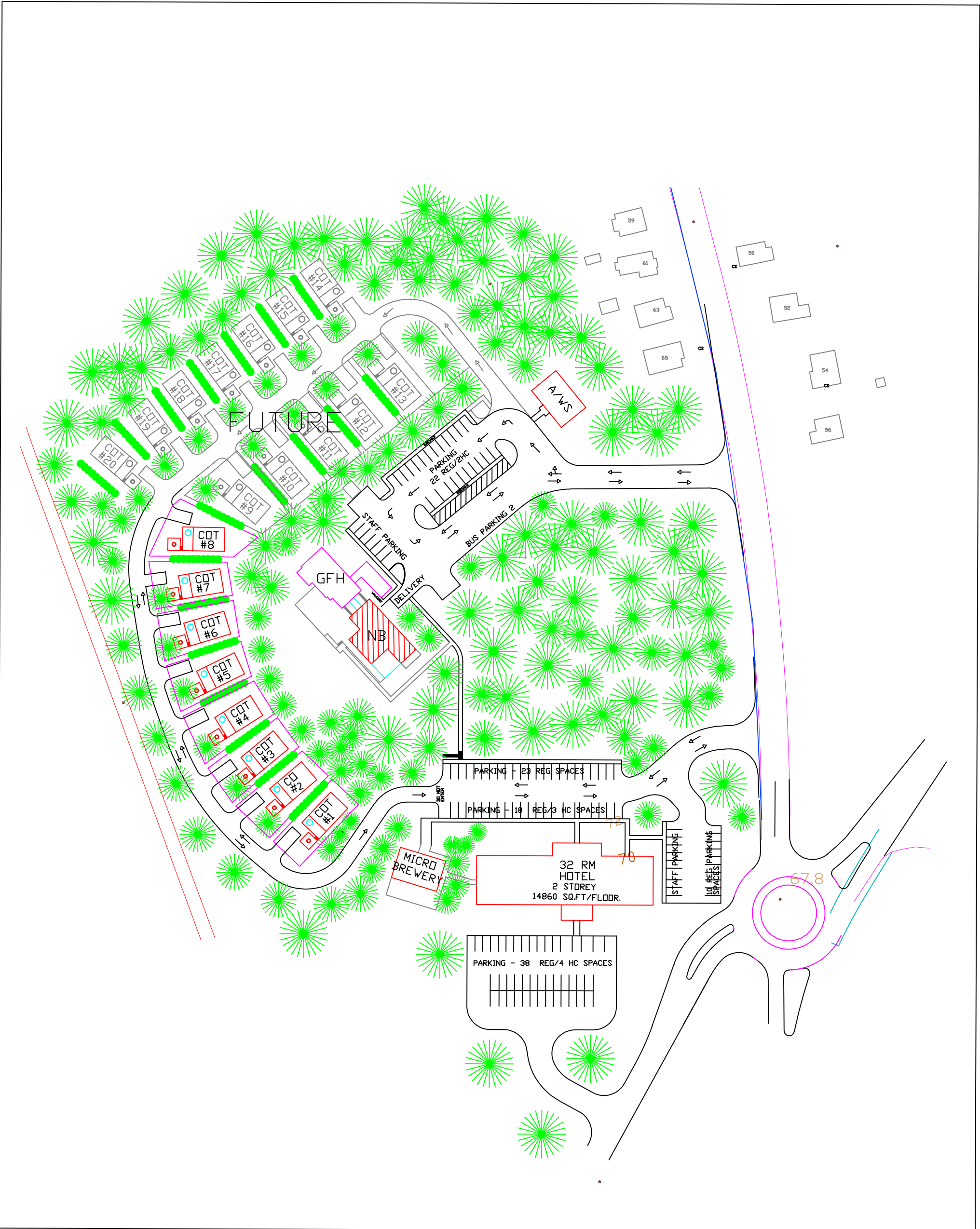
PROJECT PROPOSED COTTAGE OPT 2 GRAND FALLS HOUSE	
DWG FRONT ELEVATION	DATE MAY 2024
SCALE NTS	DWG. NO. 2024 – 05 – P2



PROPOSED FLOOR PLAN  
1226 SQ.FT.

PROJECT PROPOSED COTTAGE OPT 2 GRAND FALLS HOUSE	
DWG FLOOR PLAN	DATE MAY 2024
SCALE NTS	DWG. NO. 2024 - 05 - P1





PROJECT	DWG TITLE	GRAND FALLS HOUSE SITE DEVELOPMENT
GRAND FALLS HOUSE PROPERTY REDEVELOPMENT	PROPOSED SITE PLAN OPTION A	PROPOSED DEVELOPMENT OF: HOTEL, 20 RENTAL COTTAGES, MICRO BREWERY, NEW RECEPTION CENTER & A/WS

# Town of Grand Falls-Windsor

## Evaluation Matrix – RFP: Short-Term Rental Cottage Development Opportunities

### Instructions for Use

- This matrix is to be completed once per proposal, reflecting the **committee’s consensus evaluation**.
- Use the **scoring scale** below to assign a single agreed-upon score for each criterion.
- Multiply the raw score by the weighting to generate the weighted score.
- The total possible score is **100 points**.
- Written comments should be added for each criterion to document the committee’s rationale.
- The Town reserves the right to reject any or all proposals regardless of scoring outcome.

### Scoring Scale

- **0 – Does not meet requirements**
- **1 – Poor (significant weaknesses, little relevance)**
- **2 – Fair (partially meets requirements, lacks detail)**
- **3 – Good (meets requirements, adequate detail provided)**
- **4 – Very Good (meets requirements with above-average detail and relevance)**
- **5 – Excellent (fully meets or exceeds requirements, strong supporting evidence)**

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### Evaluation Criteria Table (Consensus Scoring)

Criterion	Weight	Consensus Score (0–5)	Weighted Score	Committee Comments
<b>1. Strategic Alignment</b> – Demonstrates alignment with the Town’s and Grand Falls House Foundation’s goals (as per the Grand Falls House Business Plan – April 2023).	10%		/10	
<b>2. Financial Capacity</b> – Evidence of ability to finance construction and long-term operations with credible financial plan.	30%		/30	
<b>3. Quality of Design &amp; Construction</b> – Architectural and construction standards; integration with historic/natural setting; quality of amenities; greater number of units in shorter timelines preferred.	30%		/30	
<b>4. Operational Plan &amp; Amenities</b> – Strength of operational plan, quality and range of	20%		/20	

Criterion	Weight	Consensus Score (0–5)	Weighted Score	Committee Comments
services, seasonal operations (year-round preferred).				
<b>5. Integration with Grand Falls House Revitalization</b> – Demonstrated understanding of planned upgrades to the Grand Falls House and adjacent food & beverage facility, and how the cottages will complement these.	10%		/10	
<b>TOTAL</b>	100%	—	<b>/100</b>	

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