

REQUEST FOR PROPOSALS

for the
**DEVELOPMENT OF THE FORMER CHRIST-ROI BUILDING
AND RIVERFRONT PROPERTY**

in the

TOWN OF HAWKESBURY

FILE #DG-2010-02

SUBMISSION LOCATION:	CORPORATION OF THE TOWN OF HAWKESBURY ATTN: Christine Groulx, Clerk 600 Higginson St. Hawkesbury ON K6A 1H1
PREPARED BY:	Normand Beaulieu, CAO/Treasurer Manon Belle-Isle, Planner Christine Groulx, Clerk
DATE:	January 13, 2010
SUBMISSION DEADLINE:	Before 3:00 P.M. local time, March 3, 2010
SUBMISSION REQUIREMENTS:	1 original with 1 copy of proposal & 1 separate sealed envelope for bid price.

TABLE OF CONTENTS

1.0 INTRODUCTION	1
2.0 TENTATIVE SCHEDULE	2
3.0 PROCUREMENT PROCESS	2
4.0 MINIMUM CRITERIA	3
5.0 MINIMUM BID	4
6.0 PROPOSAL SUBMISSIONS	4
APPENDIX A - PROPOSED BID	7
APPENDIX B	8

1.0 INTRODUCTION

The Corporation of the Town of Hawkesbury is issuing this Request for Proposals (RFP) to obtain development projects for a 1939 two-storey building and approximately ten acres of land alongside the Ottawa River.

This RFP invites developers to submit proposals describing how they intend to develop this property within the minimum criteria set by the municipality.

Background and Objectives

The municipality owns a building known as the former Christ-Roi school located at 571 Main Street East and a municipal park both located alongside the Ottawa River. The building is presently and has been vacant for the past two years. It requires major repairs, and the municipality does not have the funds to invest in this building anymore. The building is not recognized for its heritage value.

Purpose of Solicitation

In issuing this RFP, the municipality is seeking for a project that would not only bring an immediate cash flow by the sale of the property itself, but the construction of a multi-purposes complex offering the population a new concept of living.

Description

The building was built in or about 1939, and has been used as an elementary school until transferred to the municipality in 1980. It is a two storey masonry structure of 7291 square feet each floor. The interior finishes are typical of school buildings of this age which include terrazzo floors, plaster walls with some drywall/gyproc, and acoustic type ceiling tiles. The basement level is divided into a gymnasium/auditorium, change rooms, washrooms, boiler room, electrical room, and various utility and storage rooms. The main and second floor levels are each divided into several classrooms, washrooms, offices, utility and storage rooms. Building systems and equipment include a gas fired boiler system (heating), 400 ampere rated electrical system, and plumbing consists of copper feeds and cast iron waste drains. Structurally, the building appears sound with no areas of concern noted upon brief visual inspection with regard to major cracking or settling of exterior above grade or foundation walls. This building is located on approximately 7.03 acres of land with approximately 160 feet frontage on Main Street East.

A second parcel of land of approximately 3 acres is also included. The access to this piece of land is by Philippe Street. The municipality will keep ownership of Philippe Street, the gravel parking lot and wharf.

2.0 TENTATIVE SCHEDULE

Request for proposal:	January 13, 2010
Last Day for respondents' questions:	February 10, 2010
Answer to questions on municipal website:	February 17, 2010
Proposal Deadline NO LATER THAN 15:00 hrs:	March 3, 2010
Contract Award:	April 2010

3.0 PROCUREMENT PROCESS

Municipality's Rights and Options

The municipality, at its sole discretion, reserves the following rights:

- supplement, add to, delete from and change this RFP document;
- determine which respondent, if any, shall be selected for negotiations;
- reject any or all proposals or information received pursuant to this RFP;
- supplement, amend, substitute or otherwise modify this RFP at any time;
- cancel this RFP with or without the substitution of another RFP;
- request additional date or information after the submittal date, if such date or information is considered pertinent, in the municipality's sole view, to aid the review and selection process;
- conduct investigations with respect to the qualifications and experience of each respondent;
- take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interests of the municipality;
- require one or more respondents to supplement, clarify or provide additional information in order for the municipality to evaluate the RFPs submitted;
- waive any defect or technicality in any RFP received;
- reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.

Municipality's Responsibility

The Municipality shall be responsible for all Official Plan and Zoning By-law amendments that may be required. Shall the project be appealed to the Ontario Municipal Board; both parties will have to negotiate the sharing of all related expenses.

Expense of Submittal Preparation

This RFP is a public document. By responding to this RFP, respondents waive any challenge to the municipality's decisions in this regard.

If any submittal contains confidential technical, financial or other types of information, the respondent must clearly label the specific portions sought to be kept confidential and specify the exemption that the respondent is relying upon. Marking all or substantially all of a response as confidential may result in the response being considered non-responsive.

Notwithstanding the foregoing, respondents recognize and agree that the municipality will not be responsible or liable in any way for any losses that the respondent may suffer from the disclosure of information or materials to third parties.

Questions/Clarifications Request

No interpretation or clarification of the meaning of any part of this RFP will be made orally to any respondent. Respondents must request such interpretation or clarification in writing from the municipality by e-mail. The municipality will put on its website all questions received and answers.

The last day for question is February 10, 2010.

Questions should be directed to:
Town of Hawkesbury
Attn: Mr. Normand Beaulieu, CAO/Treasurer
600 Higginson St.
Hawkesbury, ON K6A 1H1
nbeaulieu@hawkesbury.ca

All clarifications or addenda shall become part of this RFP.

4.0 MINIMUM CRITERIA

The municipality is selling approximately 10 acres of urban land with a building. The respondent shall respect the criteria enumerated below:

- 4.1** The municipality will keep ownership of approximately 40 feet of land alongside the river that will be used eventually for a recreational path, to be developed by the municipality.
- 4.2** The respondent shall provide an integrated design concept that will turn this underutilized waterfront property into a sustainable development that shall have mix uses of commercial, medium to high density residential with a tourist flair that will create an ideal location for living, working and playing.

- 4.3** The respondent shall submit a project development schedule demonstrating a realistic construction timeframe which will be part of the assessment process to be done by the Evaluation Team. A performance bond of 5% of the estimated total cost of project shall be provided as a guarantee of the project being realized within the proposed delay. The only accepted performance bond is a certified cheque in the name of the municipality. It shall be refunded in whole or in part upon completion of project. Failure to start the project at the date accepted by both parties will result in the municipality keeping 100% of the performance bond.
- 4.4** In addition to keeping the performance bond, the municipality shall have the right and option to repurchase the property for the same price paid by the respondent less all legal and professional fees encountered by the municipality.

Other criteria – respondent’s responsibilities

- 4.5** The respondent is responsible for land surveying required for the project.
- 4.6** The respondent is responsible for obtaining all authorization required from federal, provincial and municipal governments.
- 4.7** The respondent is responsible to obtain any engineering or architectural assessments for the building and any environmental audits and other assessments that may be required for the accomplishment of the project.
- 4.8** The respondent might be asked to make an overall presentation of his project to Municipal Council.

5.0 MINIMUM BID

The municipality is seeking for proposals with a minimum bid of \$350,000.00 for the property and the building.

6.0 PROPOSAL SUBMISSIONS

Respondent are requested to submit one original and 1 copy of the proposal to:

Mrs. Christine Groulx, Clerk
600, Higginson Street
Hawkesbury ON K6A 1H1

Proposals are due on March 3, 2010 at 3:00 p.m. and they will be opened publicly at 3:01 p.m. the same day in the Council Chambers. Only the name of the respondent will be given publicly. The development concepts nor the envelopes containing the bid price will be made public nor opened.

Corporation of the Town of Hawkesbury
RFP – Former Christ-Roi Building Development

The proposals will be reviewed by the Evaluation Team comprised of: Mr. Normand Beaulieu, CGA, Chief Administrative Officer – Treasurer, Mrs. Manon Belle-Isle, Planner, Christine Groulx, Clerk and will be presented to Council for final approval.

The successful proposal is not necessarily the highest bid nor the highest score. Proposals will be assessed on the diversity of the concept brought forward by the respondents as well as the financial, economic development, and tourist outcomes.

Mandatory requirements that the respondents must provide in their proposals:

1. A detailed lay-out of the proposed project, construction designs, and proposed schedule.
2. Three (3) references from three (3) different organizations for which the proponent has developed similar concepts. The information must include the contact name, current telephone number and facsimile numbers.
3. A proposal bond of 5% of total bid either by certified cheque or a bid bond. Bonds will be kept for a maximum period of 120 days after proposal due date. The proposal bond shall be replaced by a performance bond as per section 4.3 upon acceptance of project.
4. Provide a description of the circumstances, if any, related to the municipality employee, council member or other officer, employee or person who is payable in whole or in part from the Corporation of the Town of Hawkesbury that has or had any direct or indirect personal interest in the respondent.

The proposal must have the following details:

Heading and requirements:

1. An "**Introduction**" giving a brief description of the respondent's relevant experience, comments on the proposed project, and an overall approach to the project and identification of any sub-contractors.
2. A "**Work Plan**" demonstrating how the project will be developed including all phases.
3. A letter of transmittal, separate from the proposal, signed by an authorized officer.

Note that proposal will be evaluated in accordance with provisions in Appendix B.

Evaluation of Proposals

Each proposal will be reviewed against the terms of the RFP to determine if they are complete and responsive and how well the respondent satisfies the evaluation criteria. The municipality shall reject any proposal not offering the minimum bid and may reject any proposal found to be incomplete,

Corporation of the Town of Hawkesbury
RFP – Former Christ-Roi Building Development

unresponsive or not in compliance with the format requirements set forth in this RFP. A proposal may be determined to be unresponsive if any aspect is found to be unacceptable or contrary to the best interests of the municipality.

The municipality regards the submission of the proposal in response to the RFP as the most important factor in the selection of a respondent to provide a feasible development project. The municipality reserves the right to reject any all responses to this RFP and is under no obligation to award a contract.

The municipality intends to select the most responsive respondent and to negotiate an Agreement. However, should the negotiation with the most responsive respondent not produce an acceptable contract arrangement, the municipality will request the next most responsive respondent to begin negotiations.

The responsibility for the final selection and negotiation rests solely with the Corporation of the Town of Hawkesbury.

The municipality shall not be liable to any respondent for costs associated with responding to the RFP, for the respondent's participation in any oral interview if required, or for any costs associated with the negotiations.

APPENDIX B

PROPOSAL CRITERIA, WEIGHTING AND EVALUATION

The proposals will be evaluated in accordance with the following criteria and weight factors:

<u>WEIGHTING</u>	<u>CRITERIA</u>
40 points	<u>Project</u> – The respondent will be evaluated on the overall proposed project. The architectural concept, the overall lay-out of buildings and landscaping, originality of the project, mixed use of land, blending of the development with the surrounding environment, environmentally-friendly technology, green spaces accessible to public, construction design and material, etc...
20 points	<u>Total Bid</u> – Points will be allocated as follows: $\text{Points} = 20 \times \left(\left[\frac{\text{Proposel bid} - \text{Lowest}}{\text{Highest} - \text{Lowest}} \right] \right)$
15 points	<u>Corporate Profile Qualifications</u> – The respondent will be evaluated on the breadth of its capacities, project organization structure and years of experience providing similar development projects. The references provided may be contacted.
15 points	<u>Financial Qualifications</u> – Financial information will be evaluated to determine the overall capacity of the respondent to carry out the contractual commitments for the proposed project. The respondent will be evaluated based upon its ability to secure a performance bond in the amount of 5% of the total evaluated cost of project. The respondent shall demonstrate that the company, or any affiliate of the company, has never filed for bankruptcy. Last 3 year financial statements might be asked from respondent.
10 points	<u>Proposal Conformity Quality</u> – The depth and details of the proposal facilitating the Evaluation Team in reviewing the project.
100 POINTS TOTAL	