



Request for Proposals

Redevelopment of City owned land at 4617 Greig Avenue, Terrace B.C



1.0 Introduction

Purpose

The purpose of this Request for Proposals (RFP) is to select a developer to acquire and re-develop the vacant, City owned 2.78 acre lot at 4617 Greig Avenue, in Terrace B.C in line with the development goals laid out within this RFP document and its appendices.

Glossary of Terms

“Applicant” means an organization or corporation that submits a Proposal in response to this Request for Proposals.

“Certificate or Certificate of Compliance” means a legal instrument or approval given by the Provincial Government Director that is issued when a site meets either a numerical or risk-based standard following remediation as outlined in the *Environmental Management Act* and relevant regulations.

“City” means the municipal corporation generally known as the City of Terrace, British Columbia, Canada.

“Closing Time” means **4:00PM on November 30, 2018.**

“Development Conditions” are contractual obligations negotiated with a land purchaser to account for any reduction in land sale price from fair market value or as otherwise negotiated.

“Proposal” means the proposal submitted by an Applicant in response to this Request for Proposals.

“Request for Proposals” means this document, inclusive of all appendices and addenda that are issued by the City.

“Sales Agreement” means the written agreement resulting from this RFP, executed by the City of Terrace and the successful proponent, incorporating the proponent’s RFP proposal and including any development conditions.

“Site” means the lot owned by the City of Terrace at 4617 Greig Avenue with the following legal description: Lot 1 Plan EPP62379 District Lot 361 Range 5 Coast District.

RFP Closing and Requirements

- ✓ All proposals and supporting documents must be submitted as a single package, and delivered by hand, mail or courier to Terrace City Hall at 3215 Eby Street, Terrace, B.C V8G 2X8.

The closing date and time is 4:00 PM, PST on Wednesday, November 30, 2018.

- ✓ Three paper copies must be received by this date and time, as well as a digital copy on USB. PDF files are required.
- ✓ Proposals may be amended or withdrawn if a notice is delivered to the City of Terrace City Hall in writing, prior to the closing date and time and addressed to the staff person identified above.
- ✓ All copies of the Proposal must be received in English.
- ✓ The Proposal must specify a completion date for all work. A bidding information package is available for this RFP.
- ✓ This information should be reviewed and considered by Applicants in preparation of Proposals and should be used as a reference when developing a project budget and timeline.
- ✓ Any costs associated with preparation or submission of the Proposal are solely the responsibility of the Applicant.

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Please ensure that the Proposal includes the following sections:

- ✓ A cover letter that is signed by a person authorized to legally bind the Applicant to the statements, assumptions and budget described within the Proposal. The Cover Letter should reference the RFP title and summarize the Applicant's vision for the development.
- ✓ A Table of Contents;
- ✓ A complete description of the proposed development including a site plan and schematic, description of design style, clear indication of parking, open and any green space(s), indication of number of units, floor areas and elevations. The development proposal must be in line with the development goals described above.
- ✓ Experience, capacity and composition of the project team and corporation, outlining level of expertise and experience as well as descriptions of similar projects completed. Biographies of the key people involved in the project are required.
- ✓ Three project references that can speak to the organization's track record and expertise on similar projects.
- ✓ A reference letter from a banking institution confirming the organization's length of relationship with that bank and the organization's ability to access financing from the bank for a project of the magnitude as outlined in the proposal.
- ✓ A project development budget including the offer price of the land.

- ✓ A market study and any letters of intent to document demand for the proposed space.
- ✓ A timeframe for the development that will inform final negotiations and will be included in the Purchase Agreement as condition(s).

Inquiries

Any inquiries regarding this RFP should be directed by email to Danielle Myles, Economic Development Manager at dmyles@terrace.ca. The City will only respond to inquiries regarding this RFP in writing, through this person and email address.

Addenda

The City of Terrace may at any time issue written addenda for clarification, to alter or supplement this RFP. Addenda will be posted to the BC Bid website. It is the responsibility of Applicants to check BC Bid to ensure all relevant documents have been reviewed before the Closing Time.

2.0 Site History and Redevelopment Goals

The Site is located on the south side of Greig Avenue and west of Kalum Street in downtown Terrace. The City of Terrace owns the site which formerly housed a Co-op service station. In May, 2018 the City received a Certificate of Compliance for the property which is now readily available for development.

The site is mostly rectangular in shape and is 2.78 acres. A portion of the site is paved. The site includes a 10 meter buffer along the south boundary, adjacent to the CN mainline which may be the future location of a recreational pathway which would extend the current Grand Trunk Pathway that runs alongside Highway 16.

The lot is zoned C1 “Central Business Commercial.” Permitted uses include a wide variety of permissible commercial activities as well as mixed use residential buildings. For zoning information please visit www.terrace.ca

The City Downtown Plan recognized the significance of this site due to its community history, location and the impact that a development on this property will have on the downtown character and economy. The site adjacent has been earmarked for a public plaza (northeastern corner) as well as a future downtown museum (part of the south east corner). The subject property is within the *Downtown Core* precinct defined by its close proximity to the Main Street Core and planning objectives to encourage development infill that is higher-density, ground oriented and mixed use residential commercial.

Based on previous community consultations and the Downtown Plan, the following development goals are considered for the property:

- A complimentary development to the neighboring property proposals of public green space and a museum to the east along Kalum Street and small commercially zoned property to the west on the small corner lot at the intersection of Emerson Street and Greig Avenue.

- A commercial and/or mixed used residential development that is ground oriented and accessible to pedestrian traffic;
- Consideration in site planning of possible future extension of the Grand Trunk Pathway which would run along the back of the property;
- Celebrating the history and culture of Terrace by integrating First Nations or pioneer heritage into design elements of the development will be considered a value add to the proposal. Please review the Downtown Plan for further details.
- Development is required to proceed in a short timeframe and related development commitments will be further negotiated with the successful bidder for the Sales Agreement.

Note: All properties in the downtown are eligible for the Terrace Downtown Revitalization Tax Incentive Program with further information available at www.terrace.ca

Key Events or Deliverables and Project Schedule

<i>Event or Deliverable</i>	<i>Estimated Date of Delivery or Completion</i>
<i>RFP issued</i>	<i>September 28, 2018</i>
<i>Inquiries received up to</i>	<i>October 26, 2018</i>
<i>Closing date for RFP submissions</i>	<i>November 30, 2018</i>
<i>Proposal Accepted By</i>	<i>January 31, 2019</i>
<i>Sales Agreement Closing No later than</i>	<i>April 30, 2019</i>
<i>Construction to commence</i>	<i>In a short timeframe, detailed to be negotiated in Sales Agreement.</i>

3. Land Price

Submissions must include an offer price, which will be one of the criteria used in evaluating the proposals. It is local government policy to not sell land below fair market value.

4. Evaluation and Selection of Proposals

All proposals received will be evaluated by City staff. The City reserves the right to seek advice from 3rd party consultants for this evaluation process.

Proposals will be evaluated on the basis of the following criteria:

- Quality of the Proposal and Development;
- Alignment with the development goals outlined in this RFP;
- Expertise and experience of the project team;
- Quality of the references.
- Land price and providing the best value to the City;
- Clarity of vision and approach outlined in the Proposal, and

g) Performance in an interview, if requested.

During the evaluation, extra points will be awarded for the following:

- h) Proposals that integrate sustainability goals from the Terrace 2015 Sustainability Plan <https://www.terrace.ca/sites/default/files/docs/city-hall/terrace-2050-sustainability-strategy-oct-2009final.pdf>
- i) Proposals that include a residential component.

Acceptance of Proposal

The City of Terrace reserves the right to accept or reject any Proposal and may negotiate with one or more Applicants with respect to their Proposals. The City also reserves the right to extend the RFP period for any reason.

The City is not bound to accept any proposal of those submitted.

Notice in writing to a Proponent of the acceptance of its proposal by the City and the subsequent full execution of a written Sales Agreement will constitute a Contract, and no Proponent will acquire any legal or equitable rights or privileges until the occurrence of both such events.

Any contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with any Federal, Provincial, or Municipal statutes, regulations and/or Bylaws.

After the Consultant selection process, the City will advise all Proponents of its selection prior to entering into a Contract.

5. Special Conditions

Liability for Errors

While the City of Terrace has made effort to ensure an accurate representation of information in this RFP, the information contained in this document is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City of Terrace, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to the City of Terrace become the property of the City of Terrace. They will be received and held in confidence by the City, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Confidentiality of Information

Information pertaining to the City of Terrace obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without the written authorization from the City.

Indemnity

The Proponent shall indemnify, protect, and save harmless the City as represented by its officers, agents, servants and employees, , from and against all actions, causes of actions, claims and demands of any kind, description and nature whatsoever arising out of or in any way connected with negligent actions or omissions in fulfillment of its contract and all such actions, causes of actions, claims and demands recoverable by any third party from the City or the property of the City shall be paid by the Proponent. If the City is required to pay any damages, costs, or fees on account of the actions, causes or actions, claims and demand hereinbefore recited, or if the property of the City shall be charged in any way as a result of the aforesaid actions, causes of actions, claims or demands, then the City shall be entitled to recover from the Proponent all such damages, costs or fees or other charges together with any costs or expenses in so doing that are attributable to the negligent actions or omissions of the Proponent, from the Proponent.

Negotiation Delay

If the proponent cannot negotiate a Sales Agreement within 60 days of notification that they have been successful in the RFP process, the City retains the right to terminate negotiations and negotiate a Sales Agreement with the next eligible applicant or choose to terminate or extend the RFP process.

6. Additional Documentation and Confidentiality Form

All applicants are invited to visit the City's Terramap resource at <http://terramap.terrace.ca/terramap/AppMemberLogin.aspx?ReturnUrl=%2fterramap%2fCustomFunction%2fTerrace%2fDisclaimer.aspx> for publicly available mapping data. The following documents are available for review by interested bidders.

The City will provide the confidential documents (as indicated) with a request provided by email to dmyles@terrace.ca and after providing a signed consent form to this email address.

1. Certificate of Compliance, BC Ministry of Environment May 2018 (*confidential*)
2. Detailed Site Investigation, 2017 (*confidential*)
3. Downtown Plan and Design Guidelines 2018
4. Title Search
5. Copy of legal Survey Plan
6. Ortho and aerial photos